**DAWSON SPRINGS INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION**

**TITLE: DIRECTOR OF TEACHING AND LEARNING Code: 5170**

**BASIC FUNCTION**

Provides leadership for the operations of Academic Services Division. Oversees the planning, development, assessment, and improvement of instructional and educational programs. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of educational opportunities for PreK-12 school Students. Responsible for the implementation of District policies and programs related to instruction and educational services.

**PERFORMANCE RESPONSIBILITIES**

* Administers the overall instructional activities of the District’s PreK-12 schools and integrates the overall instructional program with the service of other District organizational units to provide the most efficient and effective education possible for students.
* Provides leadership and expertise in assessing, identifying, formulating, and implementing the District educational goals and objectives.
* Holds the schools accountable for achieving results in student learning.
* Provides strategic planning and executive leadership in the verification and validation of instructional programs and practices.
* Establishes, monitors and maintains procedures that enable the division of Academic Services to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the district mission.
* Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the PreK-12 instructional programs.
* Attends all meetings of the Board of Education and interprets, when requested by the Superintendent of Schools, the instructional programs and support efforts to the Board of Education and the public.
* Provides leadership and expertise in forming, guiding, advising, and evaluating all human resources, assigned to the division of Academic Services.
* Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Dawson Springs Independent Schools’ policies, rules, and procedures relating to instructional programs.
* Provides leadership for regular review of district instructional goals and objectives, program development, implementation, evaluation, and redesign.
* Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that schools are organized and administrated in a manner which promotes student learning and accomplishes the goals of the District.
* Direct the implementation of the Kentucky Core Academic Standards, Common Core Standards, Kentucky Program of Studies, ACT Quality Core, Measures of Academic Progress and Supervises student district assessments within those areas in each school.
* Coordinates the development of systematic approaches to improving student achievement through observation, assessment, and precedent; monitors recent research and development in the areas of instructional and educational support.
* Prepares and delivers presentations on instructional academic accountability and progress to the Board of Education, the Superintendent of Schools, and other stakeholder groups.
* Administers the development, review and implementation of the Comprehensive District Improvement Plan.
* Directs the development and implementation of a District Instructional Model including Characteristics of Highly Effective Teaching and Learning (CHETL) principles.
* Plans and implements district-wide capacity through professional development and training.
* Directs and implements the Carl Perkins Title 1, Part C, Vocational Program.
* Coordinates and manages district KTIP Program.
* Coordinates and manages LEAD within EPSB.
* Maintains current and accurate documentation of Effective Instructional Leadership (EILA) Credit and Professional development.
* Supervises and accounts for the expenditures of professional development funds.
* Assists principals in resolving new teacher problems.
* Maintains current curriculum syllabi to show graduation requirements, approved courses, credit allowed and any pertinent information useful to students and staff.
* Assumes a leadership role in developing curriculum for any course newly mandated by the Kentucky Legislature, the State Board for Elementary and Secondary Education, and the Local board of Education.
* Performs other duties as assigned by the Superintendent of Schools.

**MINIMUM QUALIFICATIONS**

* Level II Administrative certification
* Three (3) years successful experience as administrator
* Five (5) years successful experience as a teacher
* Ability to absorb, analyze, organize and communicate information and ideas
* Knowledge of Current instructional programs and innovations; knowledge of student needs in the area of instruction
* Understanding of systems management
* Ability to articulate vision of best practice for instructional programs
* Demonstrated leadership ability within diverse groups

**DESIRABLE QUALIFICATIONS**

* Five (5) years successful experience as Administrator
* Ten (10) years successful experience as Teacher
* Six (6) years successful public school service in a certified position

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment.

Employee Signature Date

Revised