**DAWSON SPRINGS INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION**

**TITLE: DIRECTOR OF TEACHING AND LEARNING/CHIEF ACADEMIC OFFICER (CAO) Code: 5170**

**BASIC FUNCTION**

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

**PERFORMANCE RESPONSIBILITIES**

* Develops and 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 and consistently and effectively monitors, evaluates, and provides quality feedback to school level leadership and teaching staff to increase effective instructional practices in all classrooms (e.g. walk-throughs, observations, etc.).
* Holds the schools accountable for achieving results in student learning and reinforces the mindset that that instructional improvement and student achievement is the business and focus of the district.
* Develops and implements a district-wide structure of interventions that systematically meets the needs of all students, an example is Response to Intervention (RTI).
* Systematically monitors and evaluates the quality of programs or improvement initiatives for effectiveness and has discussions and makes recommendations for improvement.
* Develops a system of continuous improvement beyond a district improvement plan and provides strategic planning and executive leadership in the verification and validation of instructional programs and practices and ensures a K-12 systematic implementation of common curriculum (updated and current)
* Promotes and demonstrates a high level of instructional leadership in the schools and establishes, monitors and maintains procedures that enable the division of Teaching and Learning 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 in the realm of Teaching and Learning.
* Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Dawson Springs Independent Schools’ policies, rules, and procedures relating to curriculum and 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.
* Directs the implementation of multiple initiatives including but not limited to the Kentucky Core Academic Standards, ACT, iReady, Reading Mastery and CERT and closely 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.
* Implements and supports a systematic process of developing effective professional learning communities (PLC’s) and 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 District Improvement Plan (DIP).
* Plans and implements district-wide capacity through professional development and training.
* Works with the Director of District-wide Programs to implement the Carl Perkins Title 1, Part C, Vocational Program.
* Develops, implements, coordinates and manages a new teacher orientation and induction plan.
* Works with the Director of Student Services to coordinate and manage the LEAD report submission.
* Works with the Director of Student Services to maintain current and accurate documentation of Effective Instructional Leadership (EILA) Credit and Professional development of all staff.
* Collaborates with the Director of District-wide programs as needed to account for 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.
* Reviews, revises utilizes and implements the Certified Evaluation Plan (CEP) in collaboration with district administrators
* Is the District Assessment Coordinator (DAC)
* Performs other duties as assigned by the Superintendent of Schools.

**MINIMUM QUALIFICATIONS**

* Level II Administrative certification
* Three (3) years successful experience as administrator (Head Principal Preferred)
* Five (5) years successful experience as a teacher
* Ability to absorb, analyze, organize and communicate information and ideas
* Knowledge of current standards, 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 (Head Principal preferred)
* 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

Draft revisions April 11, 2019