

**GARRARD COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: DIRECTOR OF SECONDARY TEACHING & LEARNING**

**REPORTS TO:** Superintendent

**EXEMPT STATUS:** Exempt

**APPROVED:**

**BASIC FUNCTION:**

The Director of Secondary Teaching & Learning is to administer (plan, organize, coordinate and evaluate) the district's curriculum and instruction program and the district's staff development program so as to achieve the highest quality and efficiency consistent with the district's resources and goals.

**REPRESENTATIVE DUTIES:**

- Assists with the supervision of the district's instructional program.
  - Remains informed on educational trends, strategies and ways to support teaching and learning in the district.
  - Serves as the District Assessment Co-Coordinator.
  - Serves as District Professional Development Co-Coordinator – oversees the coordination of professional development efforts across the district.
  - Recommends changes and additions in the instructional program based on data, research and established goals (CDIP, CSIP).
- Assumes a leadership role in the development, implementation, and monitoring of standards-based curriculum and assessment.
  - Assists in communicating curricular and instructional changes to the board of education, school administration, staff, and community.
  - Observes and coaches principals and teachers, offering insights, suggestions, and demonstrations for the enhancement of the teaching-learning process.
- Provides coaching for teachers at the secondary level three days each week.
  - Assists principal with supports for classroom teachers
- Represents the district at meetings and conferences and stands in for the superintendent as needed.
- Attends all board of education meetings
- Communicates the programs, philosophy, and policies of the district to all stakeholders.
- Prepares state reports as required or directed.
  - Works cooperatively with school leaders to coordinate and maintain a unified instructional program for the district.
- Keeps informed of and interprets all laws, regulations and statutes relating to education.
- Writes grant proposals as directed.
- Analyzes and reports assessment data
- Duty to report to work.
- Performs tasks and assumes responsibilities as assigned by the superintendent.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Laws, rules, regulations and guidelines governing an instructional program.
- To perform the responsibilities as previously outlined.
- Principles, practices, trends, goals, and objectives of public education.
- Philosophical, educational, fiscal, and legal aspects affecting a student service operational program.
- Organization, management, planning, and evaluation strategies, techniques, and procedures.
- Student service design and delivery systems, including audit and evaluation processes which determine process effectiveness.
- Research and development strategies, processes, and techniques.
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.

### **ABILITY TO:**

- Plan and direct training programs.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain routine records.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Read and write at a level required for successful job performance.

### **PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

- Experience in coordinating and monitoring instructional programs preferred
- Principal experience preferred - 3 years or more as head principal
- Rank I preferred
- Experience in training and coaching teachers
- Experience in presenting professional development to staff
- Experience in data analysis for school and administrative growth

**LICENSES AND OTHER REQUIREMENTS:**

- Principal Certification preferred
- Instructional Supervisor Certification preferred