

Jim Schmitt, Executive Director of Teaching & Learning, [jschmitt@ecasd.us](mailto:jschmitt@ecasd.us), (715) 852-3081



- Oversight of Early Learning, Academic Services, Assessment, and Technology Departments.
- Develops and implements an on-going evaluation program for all instructional programs in the District, including school-year, and summer programs.
- Plans, implements, and monitors budgets in all areas of Teaching & Learning.
- Administers and coordinates federal and state grants (Title IA, ID, II, III, IV, Perkins, AGR)
- Provides leadership and support to building administrators through collaborative planning, professional development, coaching, school improvement planning and regular communication.
- Directs the planning and implementation of new programs.
- Oversees the development and implementation of summer and after school programming.
- Serves on ECVS Governance Board and LEAP Committee.

Jenna Mattice, Executive Assistant to Teaching & Learning, [jmattice@ecasd.us](mailto:jmattice@ecasd.us), (715) 852-3030



- Assists in the preparation of proposals, reports, presentation material, forms, flyers, statistical summaries, and other documents and communications.
- Establishes accounting systems and maintains records for all departmental budgets.
- Coordinates budget, purchasing, data, and submission for various Teaching and Learning grants (Title IA, ID, IV, and AGR)
- Maintains Teaching and Learning web pages and intranet site.
- Assists with the coordination and implementation of community partner summer programming and after school programming.
- Assists with secretarial and registrar duties for the Eau Claire Virtual School (ECVS).