



**JOB DESCRIPTION**

<b>Job Title</b>	Executive Director of Teaching and Learning
<b>Department</b>	Teaching and Learning
<b>Reports To</b>	Superintendent
<b>Classification</b>	Administration
<b>Location</b>	Central Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Executive Director of Teaching and Learning, under the guidance of the Superintendent, provides direct support and feedback to all instructional and administrative staff on the development of district-wide school improvement efforts and the related programs that support student services grades Pre-K through 12. This position oversees all matters related to the development, delivery and assessment of instructional programs; including, professional development and the use of technology in the school district. This position is responsible for the management of instructional services based on the effective use of data, collaborative processes that include all stakeholder groups, and the use of research based instructional strategies. The Executive Director of Teaching and Learning assists with budget and staffing projections/allocations for the maximum effective use of human and financial resources in the Teaching and Learning Department. Additionally, this position serves as a member of the Superintendent’s executive team.

**Essential Job Functions**

- 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 and Learning.
- Aligns Teaching and Learning program with the District’s Strategic Plan and school improvement planning.
- Administers and coordinates federal and state grants through communication with the Department of Public Instruction, the District Executive team, and building administration to ensure accountability for use of funds and student learning.
- Provides leadership and support to building administrators through collaborative planning, professional development, coaching, school improvement planning and regular communication.
- Advises the Superintendent and School Board on matters pertaining to the curriculum interests of the District.
- Provides input for implementation of the District vision, including alignment of programs to the vision and support through professional development and resource allocation.

- Remains current on educational research by engaging in professional development activities, professional reading, and peer collaboration.
- Responsible for programs that increase graduation rates, including oversight of McKinley Charter School.
- Directs the planning and implementation of new curriculum standards and statutes.
- Oversight of early learning, special education, student services, academic services, and assessment and technology programs.
- Promotes system-wide technology integration and organizational efficiency.
- Works with Technology Department to integrate technology into the instructional program.
- Coordinates the principal meetings.
- Collaborates with the Human Resources department to plan, organize, and evaluate orientation activities for new employees.
- Advises the school board, administration and staff on teaching and learning issues and related policies.
- Oversees the development of the co-curricular and athletic programs.
- Oversees the development and implementation of summer and after school programming.
- Collaborates with the executive team in preparing the annual District budget.
- Provides input for the evaluation of administrators.
- Works to strengthen connections with the community to support students.
- Attends all school board meetings and makes presentations to the Board and community.
- Serves on District committees as assigned/appointed.

#### **Ancillary Job Functions**

- Attends principals' meetings to provide updated PreK-12 curriculum information and maintain on-going communication.
- Represents the District positively by displaying a strong work ethic and personal integrity in all situations.
- Pursues alternative funding and resources to support programming.
- Performs other related duties as assigned by the Superintendent of schools.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Educational Administration, Curriculum Development, or related field.
- Minimum of three years as an administrator with curriculum experience.
- Wisconsin Administrative Certification: Director of Instruction (#10).

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three or more years of school teaching experience.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.

- Thorough knowledge of school operations
- Ability to communicate effectively both orally and in writing.
- Ability to work collaboratively with the community and with staff at all levels within the District.
- Ability to provide service with a high degree of confidentiality.
- Ability to maintain excellent interpersonal relationships with superiors, peers, and subordinates.
- Broad knowledge of school curriculum and technology integration.
- Knowledge of program evaluation and grant writing.
- Knowledge of current educational research, components of elementary programming, and best practices for instruction.
- Ability to work successfully with teachers in the development and revision of K-12 curriculum.
- Ability to bring diverse cultural and ethnic perspectives to the school and District, and/or a commitment to serving as a mentor for traditionally underrepresented staff and students.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Regularly required to talk and listen.