



Date/Time

Job Title:	EXECUTIVE DIRECTOR FOR TEACHING AND LEARNING	Job Category:	Central Office Administration
Department/Group:	Administration	Term of Contract:	12 Months
Location:	Central Office	Travel Required:	yes
Level/Salary Range:	\$76,000	Position Type:	Full Time
Reports to:	Superintendent		

Job Description: The job of Executive Director for Teaching and Learning was established for the purpose/s of managing the overall delivery of the curriculum program and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the leadership team in the Chilton County Schools.

- Administers a wide variety of teaching and learning administrative functions and leads teaching staff in the implementation and coordination of the District improvement process and applicable activities for the purpose of maintaining the District's core purpose and achievement of learning priorities and goals which ensure high levels of learning for all students.
- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.
- Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Conducts in-service training programs for teachers and administrators for the purpose of providing information on current trends, educational and regulatory changes and meeting professional growth requirements.
- Approve all professional development for the system.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- Develops programs for managing Curriculum content, textbook adoption, school improvement plans, etc. for the purpose of facilitating learning and ensuring compliance with established guidelines.

- Facilitates communication between central office administrators, building principals, assistant principals, District Department Heads, staff, parents and the school board for the purpose of implementing and/or maintaining teaching and learning services and programs.
- Manages a variety of instructional programs, departments, and personnel (e.g. Curriculum, Student Services, Testing, Vertical Teaming, Content Department Meetings, ect.)
- Oversees functioning of Teaching and Learning Programs and related activities for the purpose of ensuring an effective, efficient, and safe working and educational environment in compliance with district, state and federal requirements and in conjunction with the District's core purpose.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. textbook adoption, professional growth, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Presents information on a variety of topics for the purpose of conveying information, communicating data, gaining feedback and ensuring adherence to established internal controls.
- Oversees professional development for the purpose of ensuring required learning standards are being met and learning requirements achieved.
- Represents the District within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to district environment.
- Researches a wide variety of topics related to curriculum and instructions (e.g. policies, best practices; trends, legislation, etc.) for the purpose of ensuring compliance with established requirements, securing general information for planning, taking action, and/or responding to requests.
- Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
- Reviews a variety of information (e.g. teaching and learning requirements, assessment information, data, etc.) for the purpose of assessing impact on district, making recommendations, and/or assessing a variety of administrative needs.
- Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve objectives; managing departments; and in some situations, supervising the use of funds for purchases. Utilization of significant resources is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience within specialized field with increasing levels of responsibility is required.

Education

Masters Degree in Educational Administration

Certificates & Licenses

Administrator Certificate

Teaching Certificate