



Teaching • Understanding • Serving • Developing

Date: 5/10/2016

Range: DD

Classification: Management/Confidential

Job Description

Learning Director

DEFINITION

The Learning Director shall use leadership, supervisory, and administrative skills in assisting the principal to achieve and maintain standards of excellence in teaching so that each student may derive the greatest academic and personal benefit from the learning experience. This position supports principal leadership, and provides direction to ensure quality teaching and learning in support of eliminating gaps in achievement.

EXAMPLES OF DUTIES –*Not all inclusive*

- Maintain PBIS, truancy, and attendance as prescribed by the district policy.
- Coordinate the Student Study Team and assist in providing interventions for students.
- Assists in developing evaluation criteria and assumes responsibility for measuring academic performance of students.
- Confers with pupil who exhibit severe academic, social, or emotional problems that adversely affect optimum educational development.
- Provide leadership to stimulate and encourage personal and professional development of staff.
- Assists the principal in providing direction, evaluating activities, and making recommendations for improving the educational program of the school.
- Supports certificated staff through supervision and professional development in developing competence and effectiveness in instructional practice.
- Coordinates district staff development activities.
- Supports district wide teacher collaboration.
- Coaches and models lessons for individual teachers.
- Assists the principal in the supervision and evaluation of certificated and classified personnel.
- Assists the principal in developing a standards-based curricular program and interpreting it to students, parents, and members of the community.
- Maintains communication with the principal relating to problems, concerns, activities, and achievements of students and staff.

- Maintain communication between students, parents, staff, and the general community.
- Insures that teachers receive adequate and appropriate educational materials and support full implementation of core programs.
- In the absence of the principal, assumes administrative responsibilities of the school site.
- Supports all school-wide testing and monitors student achievement results.
- Coordinate programs that motivate students, improve performance, and increase achievement.
- Performs other duties as directed.

QUALIFICATIONS

Knowledge of:

- Possess or eligible for appropriate Administrative Services Credential.
- Demonstrated administrative and leadership skills.
- Three years of successful teaching experience.

EDUCATION / EXPERIENCE

- Valid K-12 California Teaching Credential.
- Three years of classroom teaching experience.
- California Administrative Credential.

WORKING CONDITIONS

Environment:

- Professional educational environment.
- Business attire required.
- Valid California Driver's License and private transportation required.

Physical Abilities:

- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.
- Ability to stand at counter or work at a desk for extended periods of time.
- Ability to see for the purposes of reviewing curriculum, reports, and assessments.

TERMS OF EMPLOYMENT

- 210 work days
- Eight (8) hours per day, five (5) days per week, according to the district schedule.