



## Littleton Elementary School District Position Description

**TITLE:** Director of Teaching & Learning Services

**CLASSIFICATION:** Exempt

**GENERAL STATEMENT OF RESPONSIBILITIES:** To assist the Assistant Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services. Assists staff in developing, improving and supervising the curricula and instructional programs.

**PRINCIPAL DUTIES: (essential functions)**

- Assists the assistant superintendent in directing the administration and coordination of the district's educational programs.
- Maintains a high level of ethical behavior and confidentiality.
- Assures the district's compliance with state standards, curriculum and assessment regulations.
- Works with teachers in the classroom on the use of effective instructional delivery strategies.
- Serves as the district's liaison for curriculum and assessment to the Arizona Department of Education and various consortiums.
- Provides leadership to schools on assessment, achievement, accountability and data driven decision-making.
- Supervises the integration of the district curricula, assessment, achievement and accountability plans with instructional technology.
- Provides leadership in the effective use of curriculum alignment, state standards and assessment.
- Communicates and works effectively with the Technology Department, Educational Services Department and multiple publics relative to support the effective utilization of district assessment and instructional technology.
- Supervises and provides ongoing professional staff development activities for district staff.
- Develops and monitors the assessment and staff development budgets.
- Maintains ongoing learning in related research and best practice as relevant to curriculum and instruction.
- Assists in development of Pre K-8 curriculum and alignment to state standards.
- Keeps informed as to the operation of the instructional program in all the schools for the purpose of evaluating the instructional program and for improving teaching procedures through training, modeling, demonstration, and other forms of professional development.
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
- Formulates and encourages innovative curricular programs that will improve instruction in conjunction with the supervisory staff, principals, and teachers.
- Initiates and administers in-service programs in conjunction with supervisory staff and principals.
- Assists in planning of staff development programs designed to meet specific identified needs in schools, programs, or job functions.
- Guides the textbook adoption process and the selection of appropriate supplemental materials for use in the district classrooms.
- Performs such other tasks and assumes such other responsibilities as may be assigned by Assistant Superintendent or Superintendent.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of Local, State and Federal Policies, laws and regulations relative to Pre K-8 Curriculum and State Standards

Knowledge of effective practices in assessment

Knowledge of curriculum and assessment development and alignment

Knowledge of district policies and procedures

Knowledge of instructional delivery strategies

Skill in solving problems and resolving issues

Skill in using computer and related software, recording devices, office machines and calculator

Skills in developing and training staff

Skills in managing a budget

Skills in analyzing and interpreting data

Skills in monitoring policies and procedures

Skills in ability to solve practical problems

Skills in communication, interpersonal skills as applied to interaction with coworkers, supervisor and the general public sufficient to exchange or convey information and to receive work direction.

Skills in the ability to write reports and business correspondence.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects. The employee is occasionally required to stoop, reach, stand or walk. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

The physical demands described here 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 the essential function. The noise level in the work environment is usually moderate.

**MINIMUM QUALIFICATIONS:** Master's Degree or higher from accredited university. Minimum of three years teaching experience. Minimum of three years experience as a building level or district office administrator. Experience in administering standardized and alternative assessments. Valid Arizona Certification as Supervisor or Principal. Any combination of education and experience equivalent. Knowledge of curriculum and current instructional programs. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REQUIRED LICENSE/CERTIFICATION:** Valid Arizona Certification as Supervisor or Principal

**REPORTS TO:** Assistant Superintendent

**TERMS OF EMPLOYMENT:** Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of Administrative Personnel.