



## Executive Director of Teaching, Learning and Assessment

### Job Overview

The job of Executive Director of Teaching, Learning and Assessment (TLA) was established for the purpose of supporting the leadership of the Assistant Superintendent of Teaching, Learning and Assessment in directing the delivery of programs (curriculum, instruction, professional development, ESL, assessment, instructional technology, student information systems) and related services to ensure a high-quality instructional experience for all students and educators.

This job reports to the Assistant Superintendent of Teaching, Learning and Assessment.

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### Job Functions

- Coordinates with district and building administrators and a variety of committees for the purpose of serving as a liaison and resource within the district and connecting leaders working on interrelated projects.
- Designs services for the purpose of implementing strategies and action steps to meet instructional goals.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines, procedures, and policies.
- Monitors progress toward goals in long-term Board Strategic Plan and annual LEA plan.
- Collaboratively analyzes data to inform work toward continuous improvement of student outcomes.
- Participates in meetings, workshops, and conferences for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials for the purpose of documenting activities, providing written references, and/or conveying information.
- Researches a variety of information for the purpose of developing new programs or adjusting existing programs.
- Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate other personnel.
- Assists the Assistant Superintendent of TLA in budget preparation and planning to ensure budget allocations are accurate, expenses are within budget limits, and fiscal practices are followed.
- Assists the Assistant Superintendent of TLA with personnel functions (interviewing, hiring, evaluating, training, supervising, etc.) within the division.
- Leads ad hoc committees as assigned to support the leadership of the Assistant Superintendent of TLA.
- Communicates regularly and often with the Assistant Superintendent of TLA and all other Directors within TLA.
- Coordinates with senior staff in departments outside of TLA to ensure all stakeholders are involved in decision making.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Travel

Typical travel to state and regional meetings and national conferences when needed to support job functions,.

### 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, and significant finger dexterity. Generally, the job requires 75% sitting, 10% walking, and 15% standing.

### Qualifications

**Minimum experience:** Job related experience within specialized field with increasing levels of responsibility.

**Minimum education:** Bachelor's Degree in job related area. Master's Degree in job related area preferred.



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- **KNOWLEDGE** is required to perform basic math, including calculations using fractions, percentages and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include bookkeeping principles; concepts of grammar and punctuation; office application software including relational databases; conflict resolutions; knowledge of specific codes, laws, regulations, and policies; age-appropriate behaviors; curriculum and instructional methods; and treatment modalities and assessment. Ability to establish, implement, and/or modify policies and procedures within established guidelines.
- **SKILLS** are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily performs the functions of the job include operating standard office equipment using pertinent software applications; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; effective listening; facilitating meetings; guiding others; instructional techniques; problem solving; record keeping; and training.
- **ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating, and organizing tasks; and managing multiple projects.

**Required Testing:** None specified.

**Continuing Education/Training:** Maintain Licensure Certifications

**Required Certificates and/or Licenses:** Valid Teacher Certification and Administrative Certification

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**Employee Type:** Professional

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