DIRECTOR OF LEARNING

QUALIFICATIONS:
Master’s Degree (required), Specialist Degree or Doctorate in Education (preferred)
State of Indiana principal license (required), superintendent license (preferred)
At least five (5) years of successful experience in teaching, administration, curriculum development and implementation, professional development, instruction and assessment

REPORTS TO:
Assistant Superintendent for Curriculum and Instruction

SUPERVISES AND EVALUATES:
Title I reading teachers and staff
Teacher Resource Center and Staff
Content and Program Specialists

POSITION GOAL:
(1) To promote, direct, and improve the areas of curriculum development and implementation, textbook adoption, and professional development.

(2) To assist with any learning program designed to close the achievement gap for students including summer or alternative school, high poverty, and high ability.

PERFORMANCE RESPONSIBILITIES

Curriculum Development
1. Directs the writing and implementation of a P-16 comprehensive school curriculum for all students including general education, high ability education, exceptional learners, and English as a New Language (ENL).

Curriculum Coordination and Articulation
2. Facilitates the work of the Curriculum Cabinet and all curriculum committees.

Textbooks
3. Assists the Assistant Superintendent in duties related to the cyclical textbook adoption proves.

Program Implementation
4. Coordinates and supervises student instruction and programming to assure rigor, relevance, and excellence that meets the needs of P-16 students.

Title I
5. Directs and coordinates the Title I reading program in conjunction with the Assistant Superintendent for Curriculum of Instruction and Coordinator of Title I.
Professional Development
6. Coordinates professional development activities with the Assistant Superintendent to support teachers and other professional staff, which focus on school corporation goals.

Special Programs
7. Assists with Bradford Woods outdoor education, and LOTS (Leadership Opportunities Through Service), and Honey Creek (historic one-room school) programs.

Field Trips
8. Assists principals in scheduling and arranging school field trips such as IU Art Museum and IMAC.

Summer School
9. Assists personnel involved in planning summer school classes as needed.

Materials Selection
10. Assists principals and teachers in selecting materials and equipment to improve their curriculum and instruction.

Federal/ State Grants
11. Coordinates, develops, and writes applications for instruction-related federal, state, and local grants and prepares necessary reports for grants that are awarded.

Intern/Mentor Program
12. Assists with professional development activities for teachers who are new to the MCCSC or who are serving as mentors.

Information
13. Is responsible for Curriculum and Instruction webpage, newsletters, and assists with communication to the community.

Consultant
14. Consults with classroom teachers and administrators to support the successful implementation of curriculum, instruction, and programming.

Indiana University
15. Maintains regular communication with appropriate personnel at Indiana University with regard to IU faculty and student participation in research, early experience programs, student teaching, and other needs as they are identified.

Data and Assessment
16. Works with Director of School Operations and Assessment and principals in their use of assessment and data.

Committees
17. Serves on local, state, or regional committees which are designed to improve curriculum and instruction P-16.
Department of Education
18. Maintains an awareness of Department of Education activities and a positive working relationship with persons in curriculum and instruction including Title I, and Chapter IV-C.

Public Relations
19. Serves as a liaison between the MCCSC and the community by speaking to parent and community organizations or concerned individuals regarding the instructional program. Works to maintain good public relations by preparing information for the newspaper and other publications and hosting on-site visitations to programs in the MCCSC. Disseminates information upon request and directs focus groups pertaining to curriculum, instruction, and programs.

Professional Organizations and Awareness
20. Maintains an active membership in professional organizations relating to curriculum and instruction and keeps knowledgeable of published materials in curriculum and instruction through research, workshops, meetings, and written communication.

Other
21. Performs other duties as may be assigned by the Associate Superintendent or the Superintendent of Schools.

Work Year/Compensation
22. The work year and compensation shall be established in the administrators’ salary schedule for the Monroe County Community School Corporation.

Approved 2/5/08
Revised 7/22/08