

## Griffin-Spalding County School System

<b>Title: Director of Teaching and Learning</b>	<b>Category: Administration</b>
<b>Job Details: 230 days/Exempt/Full-Time</b>	<b>Reports To: Executive Director of Teacher and Leader Effectiveness</b>
<b>Application Deadline: November 16, 2021</b>	<b>Salary Schedule: Administrative; Pay Grade: AS-44</b>

### JOB SUMMARY

This position is responsible for providing direction and leadership in the areas of curriculum, effective teaching practices, intervention processes and instructional materials.

### ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Oversees, plans, develops, directs, and monitors the curriculum and instructional programs including resources
- Works collaboratively with principals and the Executive Officers to ensure effective implementation of curriculum and instructional programs
- Works collaboratively to develop systems for evaluating the instructional programs
- Works collaboratively with the curriculum coordinators to ensure effective implementation of the curriculum and to promote the use of researched based instructional practices
- Keeps abreast of best instructional strategies and research-based interventions
- Works with leadership and teacher committees in organizing and coordinating meetings in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
- Works collaboratively with other members of the Division of Teacher and Leader Effectiveness in implementing system-wide programs
- Works collaboratively with other departments to support the district direction and student achievement
- Works collaboratively to support the district assessment system
- Reviews data to inform decisions regarding curriculum, instruction, assessment and professional learning
- Assists in the development of the annual budget
- Ensures for academic interventions
- Formulates a district plan integrating interventions (instruction) to improve the district efforts in providing a system of seamless support for students across the learning spectrum
- Works with other administrative and instructional staff in the selection, acquisition and use of materials and equipment for intervention initiatives
- Coordinates the Multi-Tier Support System (MTSS) process and professional learning for administrators and teachers
- Evaluates Multi-Tier Support System (MTSS) implementation and identify training needs and support
- Provides schools with information on effective interventions that align with core instruction and behavior expectations

- Collaborates with Multi-Tier Support System (MTSS) and Executive Director of Student Support Services. Coach and /or mentor school Multi-Tier Support System (MTSS) contacts about data collection, analysis, interpretation and usage; research-based instructional strategies and programs; and for building a shared knowledge base for MTSS throughout schools

**OTHER:**

- Provides supervision, support, and leadership development for the content coordinators • Maintains prompt and regular attendance
- Performs any other duties as assigned.

**SUPERVISES**

- District Content Curriculum Coordinators
- Curriculum Secretary

**MINIMUM QUALIFICATIONS**

- Master’s Degree or higher in Educational Leadership or Curriculum and Instruction
- Five (5) years successful teaching experience in a public-school setting
- Three (3) years as a building level administrator

**PREFERRED QUALIFICATIONS**

- Specialist Degree or higher in Educational Leadership or Curriculum and Instruction
- Reading, Math and/or Science Endorsement

**COMPETENCIES NECESSARY TO DO THE JOB**

- Knowledge of curriculum development principles and trends
- Knowledge of instruction and teaching methods
- Knowledge of applicable local, state, and federal laws and regulations
- Knowledge of computers, applicable programs and software
- Knowledge of student learning outcomes and assessment
- Knowledge of the Response to Intervention process
- Knowledge of effective interventions
- Skill in developing and monitoring curriculums
- Ability to work well with students, staff and parents
- High integrity, excellent character, and a strong professional reputation
- Ability to work independently and as a team member
- Strong verbal and written communication skills
- Ability to successfully supervise others
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

**EVALUATION**

- Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on evaluation of professional personnel.

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Griffin-Spalding County School System does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and