

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Director of Teaching and Learning

**DEPARTMENT:** Teaching and Learning Services

**REPORTS TO:** Assistant Superintendent of Teaching and Learning

**Position Summary:** Under the direction of the Assistant Superintendent of Teaching and Learning Services (TLS), develop, coordinate, and manage District programs as assigned, including the support, adoption, and implementation of curriculum, development of trainings on instructional supports, and the coordinate District interventions. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

### **ESSENTIAL FUNCTIONS:**

- Coordinates, supports and manages the improvement and implementation of District programs as assigned, such as English Language Learning (ELL), Title 1, LAP, etc. support and interventions, in district schools.
- Consults, collaborates and supports TLS Curriculum Specialists with implementation of curriculum and effective instruction strategy integration in assigned content areas.
- Monitor, direct, and support development and administration of assessments for assigned content areas and programs.
- Plan and coordinate assigned curriculum reviews and materials adoption processes.
- Develop and document ISD curricula for assigned curricular disciplines and programs as needed.
- Collect data and report to the appropriate stakeholders and decision-makers on District Programs
- Manage program budgets.
- Develop, garner and manage ongoing funding such as grants and donations to further student learning opportunities.
- Coordinate and manage evaluation/audits of District programs, in compliance with state and federal guidelines.
- Maintain all records, data, and paperwork required for assessments, program compliance, and progress monitoring in alignment with records retention guidelines.
- Develop, coordinate, and deliver as appropriate staff development/in-service plans, programs, and material for staff for programs as assigned.
- Facilitate and support teacher groups, committees, teams, department meetings, and other professional groups necessary to support District programs and designed to improve instruction and curricula delivery.
- Evaluate and supervise assigned staff in accordance with District Regulations, procedures, and protocols.
- Act as a communication liaison between and among special programs teachers, principals, parents, and the Assistant Superintendent.
- Research, problem-solve, initiate and implement solutions to issues or concerns from stakeholders
- Provide support to principals as assigned by the Assistant Superintendent.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Continue professional growth of method and technique improvements.
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Master's degree from an accredited college or university with an emphasis in curriculum and instruction, ELL and/or educational leadership.

**EXPERIENCE:** Five (5) years of successful teaching experience in public schools and effective work with school age students. Building administrative highly preferred. Instruction experience in ELL highly preferred. Prior experience coaching and training adult learners. Further the individual will possess the:

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Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously  
Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.  
Ability to research, analyze, and interpret data, rules and regulations, codes, statutes, and laws to effectuate change and improvement for learning.  
Ability to utilize software and technology for recordkeeping, presentations and trainings, and fluent communication.  
Skills in leading professional development and knowledge of adult learning needs; and  
Ability to exercise independent decision making abilities, organize and manage multiple time sensitive tasks, and facilitate resolution of difficult and/or delicate parent, staff and community issues.

**CERTIFICATES & LICENSES:** Valid Washington State administrative certificate. Valid Washington State Teaching or ESA Certificate preferred. Endorsement in ELL highly preferred. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**REQUIRED TESTING:** None Specified

**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position, to maintain current knowledge of District programs, curricular requirements, and evaluation frameworks, and to maintain any certifications.

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

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date