

JOB DESCRIPTION

TITLE

Director of Teaching, Learning & Accountability

POSITION TYPE

Exempt

PRIMARY FUNCTION

The Director of Teaching, Learning and Accountability is the school division leader for PK-12 student learning and achievement, instructional methodology, and accountability. The office will plan, direct, coordinate and review all efforts and approaches that focus on the academic performance and operations of Division Schools and will be the division leader for all curriculum development and assessment programming. This position coordinates with the Director of Human Resources, Director of Finance and Federal Grants the Director of Operations and the Superintendent to determine student and teacher learning needs in an effort to provide support for student success and achievement.

MINIMUM QUALIFICATIONS

- Master's Degree in education or related field required
- Doctoral Degree preferred
- Experience as a school administrator for minimum of three years or commensurate experience at the state or division level in curriculum and instruction
- Minimum of three-years of teaching experience in a classroom with Virginia Teacher's Certificate
- Demonstrated leadership ability, organizational and collaborative skills
- Knowledgeable regarding assessment practices, state and national assessment and accountability reports and program evaluation
- Effective oral and written communication skills to support successful collaboration with teachers, administrators, parents, students and other community representatives
- Ability to review, disaggregate and interpret various data sets for planning and improvement purposes
- Comprehensive knowledge of current education issues, practice and principals in education and ability to apply current research to division needs and practice.

PERFORMANCE RESPONSIBILITIES

- Works with teachers, administrators and students to ensure that the philosophy of each curriculum is research-based and provides guidelines and assistance for developing the curriculum
- Works with the development of school improvement planning, coordinating with division leaders and schools in the creation of their individual school improvement plans, monitoring their progress, and ensuring that the objectives and action goals align with the Division Strategic Plan
- Oversees the division's identified special education and Section 504 students, working with the division Supervisor for Special Education, Principals and the K-12 Assistant Principal to ensure that the needs of all students are met using research-based models and instructional strategies.
- Reviews, creates and publishes all division data and data sets/reports for the school division to assist in improvement planning, teacher evaluation, student achievement and reporting to varied audiences
- Works with principals to ensure that school level improvement efforts are successfully developed, aligned and deployed with proper fiscal support and resources
- Meets with parents and community members/groups to discuss and share information regarding division and student academic performance
- Supervises the process for the selection and adoption of textbooks and all other curricular and instructional technology materials/resources; exercises responsibility for the establishment, electronic storage and continuous improvement of district curriculum
- Develops a budget that supports all Division goals related to curriculum, instruction, instructional technology, teaching methodology and accountability/assessment



- Coordinates, organizes, plans and executes all in-service professional development and summer workshops for instructional staff; plans and executes teacher and administrative training as determined by needs assessments to keep staff current in licensure and methodology
- Responsible for all division PK-12 student assessment and accountability testing and serves as division Testing Director
- Maintains and coordinates updates for student data and ensures that information is provided to both division and community, as appropriate, regarding student academic growth and achievement
- Collaborates with Secondary Principal and Secondary School Counselor to review, revise, update and publish the CCPS Program of Studies for grades 7-12 every two (2) years
- Oversees and works with the Instructional Technology Resource Teacher, the Division General Registrar and Division Technology department to coordinate, launch and train staff, faculty and students in digital media and literacy and instructional technology initiatives
- Supervises and Evaluates the Instructional Technology Resource Teacher, Division Reading Specialists and Gifted Teacher.
- Responsible for coordinating the updates and maintenance of CCPS Division Website.
- Works in conjunction with School Counselors and Administration to coordinate and lead all scheduling, registration, coursework, grades and grading practices for the school division.
- Prepares and oversees the grant applications and programming for Title I, Title II-A Title III, Title IV-A, Special Education, Title VI-B, ISAEP, GED, Adult Education, Perkins, Workforce Development and Remediation grants in conjunction with the Director of Finance and Federal Grants
- Serves as liaison with appropriate personnel in the Virginia Department of Education and local school divisions.
- Oversees and partners with homeschooled students and families in Charles City County; reviews and updates all records, approvals and testing for homeschool students
- Oversees Gifted Education identification and programming for CCPS students
- Coordinates and manages summer school and extra-curricular programs, including credit recovery and remediation and Virginia Tiered System of Support (VTSS)
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur
- Directly supervises Student Health Services for the division
- Serves as a Role Model
- Performs other related duties as assigned

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The duties of this position are complex and diverse. Successful candidate must have ability to multitask, deal with change and show initiative and assume responsibility for working productively with minimal supervision. Must have ability to sit for extended periods of time in an office environment, see and read a computer screen and printed with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 25 pounds.

TERMS OF EMPLOYMENT

12 months/240 days. Salary according to School Board Pay Plan.

EVALUATION

The Director of Teaching, Learning and Accountability performs duties under the supervision of the Superintendent.



APPROVED BY SUPERINTENDENT

05/31/2018 (Updated 7/15/19)

JOB DESCRIPTION PREPARED BY

Director of Human Resources, CCPS

The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.