

## YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Director of Teaching, Learning & Professional Development	
<b>SUPERVISOR:</b> Superintendent	<b>CLASSIFICATION:</b> CERTIFIED (YKAA)
<b>DAYS/MONTHS:</b> 260 DAYS	

### **GENERAL RESPONSIBILITIES**

Directs district-wide curriculum, instruction, assessment, and staff development programs. Collaborates with building administrators to develop a curricular vision for the district. Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment.

### **DUTIES & EXPECTATIONS**

1. Leads the district curriculum committees. Develops, implements, and evaluates curriculum and instructional materials for all K-12 courses.
2. Maintains and implements an annual curriculum review rotation.
3. Works with principals to ensure all schools have needed instructional materials.
4. Leads the development and implementation of the district improvement plan and provides oversight and support to schools as they develop their School Improvement Plan (STEPP)
5. Oversees the Walkthrough and Teacher Evaluation process
6. Provides oversight to the CTE program
7. Directs the development and implementation of Wednesday Collaboration Meetings.
8. Provides oversight of the Raven Fairbanks and Raven Delta office personnel.
9. Develops and manages the Teaching and Learning budget.
10. Plans, organizes and implements a year-long Professional Learning calendar based on the initiatives of the school district. Establish goals and objectives for staff development programs.
11. Plan, organize and implement all in-service and pre-service training programs in the district.
12. Provides oversight of the budget provided to the schools identified by the state as in need of additional support.
13. Provides instructional coaching support to teachers and administrators.
14. Review and Revise Teaching and Learning Handbook annually.
15. Organizes and implements Principal Saturday training sessions.
16. Provides professional development for best instructional practices.
17. Coordinates Battle of the Books

### **EQUIPMENT USED**

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

### **INDEPENDENT DECISIONS**

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

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## **PRIMARY WORKING CONTACTS**

Administrators, teachers, and support staff.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from Superintendent.

## **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Travel in small aircraft required.

## **EVALUATION**

Annual written evaluation.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

## **QUALIFICATIONS**

**Education:** Bachelor's degree required; Alaska Teacher and Administrative Certification preferred.

### **Experience:**

- Minimum of five years experience leading and coordinating professional development required
- Minimum of five years classroom experience required
- Minimum of five years supervisory experience preferred