
Position: Executive Director, Teaching & Learning

Department: Secondary Education

FLSA: Exempt

Reports To: Assistant Superintendent

SUMMARY

Supervise school academic programs; alternative secondary academic programs; Career and Technical Education; the educational and CTE curriculum alignment throughout the district and with higher educational institutions; and other duties as assigned. Coordinate the educational programs of the District with the Assistant Superintendent of Elementary and Secondary and staff.

ESSENTIAL TYPES OF DUTIES (Examples)

Provide administrative leadership in the development, implementation and evaluation of PVUSD instructional and professional development programs with the assistance of the Assistant Superintendents and Superintendent.

Work closely with and coordinate with the Assistant Superintendents on all K-12 curriculum matters, initiatives, and other programs.

Mentor, supervise, evaluate, coach, direct, and assist directors and coordinators of K-12 Education and assigned administrative staff in the development of specific plans to meet identified school targets; assist in determining and acquiring support services.

Regularly visit schools under his/her supervision and other appropriate program sites to observe programs in operation and assist principals and other administrators to serve most effectively as leaders; empower school sites to make decisions that directly serve their students' needs.

Prepare programs, policies, and procedures that will enhance learning, improve effectiveness, and increase efficiency in schools K-12.

Hold all assigned employees accountable for working collaboratively within and between all departments and school sites.

Arrange for the instructional programs across elementary and secondary schools and incorporate special education programs.

Oversee and implement an effective learning program for preparing students for successful transition to college and/or careers.

Develop, implement, monitor and evaluate the effectiveness of PVUSD Expanded Learning Opportunities programs including extended learning, enrichment programs, before and after school programs, summer school and intersessions.

Engage in strategic planning for the District and Educational Services Department.

Provides onsite support and assistance to principals. Works with principals to review and analyze assessment data for the purposes of improving teaching and student learning

Manage and direct the planning and implementing in-service training for K-12 school administrators and instructional personnel, based on analysis of student evaluation data.

Prepare oral and written reports relative to instructional programs and manage the preparation of reports by

the Directors and Coordinators.

Coordinate with business services all matters relating to budget development, implementation and control.

Perform other duties as assigned

QUALIFICATIONS

Knowledge and Skills:

- Laws, rules, regulations and judicial decisions affecting the provisions of services in all education support program areas
- Principles of governmental budgeting and expenditure control
- Public information principles and techniques
- Principles of supervision, training and program administration
- Principles of research and evaluation design
- Employer/employee relations and collective bargaining agreements

Abilities:

- Ability to learn, model, evaluate and customize any new curriculum initiatives
- Plan, organize, develop and coordinate the activities of a broad range of educational support programs
- Analyze program activities and implement procedures which will improve the provision of services
- Ensure that the educational support programs and activities are carried out in compliance with state and federal requirements
- Serve as a primary liaison with a variety of community and governmental organizations
- Provide effective management, training and career development for assigned staff
- Prepare oral and written reports
- Make effective public presentation of program information
- Physical capability sufficient to perform job tasks
- Apply research and evaluation findings in the development of student programs and staff development

Physical Abilities:

- Requires sufficient visual acuity to recognize letters and numbers, auditory ability to hear and respond to in-person and phone conversations, and physical ability to give presentations to large audiences.

Education and Experience:

- Master of Arts or advanced degree from an accredited college or university (desired)
- Administrative and/or supervisory credential
- Teaching credential and five (5) years of teaching experience
- Three (3) years of experience in an administrative capacity having demonstrated success in performing increasingly responsible management functions in educational administration
- Experience as an elementary or secondary school principal is preferred