



**Job Title:** Executive Director Teaching and Learning Development (Grant Funded)

**Exemption Status/Test:** Exempt

**Reports to:** Assistant Superintendent

**Date Revised:** August 2021

**Dept. /School:** Curriculum and Instruction

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### **Primary Purpose:**

To provide leadership and vision for a comprehensive (PK-12) curriculum and instructional program. To provide oversight of ongoing PK-12 curriculum and instructional program planning, implementation, development, review and evaluation to ensure all students graduate prepared for postsecondary success. To provide leadership, vision of the development and implementation of professional, staff development, and training that promotes research-based instructional strategies designed to increase staff content knowledge and instructional pedagogy. To provide leadership with the use of local, state and national-level assessment data to inform ongoing curriculum and staff development in order to achieve district's student achievement and postsecondary readiness goals.

### **Qualifications:**

#### **Education/Certification:**

Master's degree in education or related field  
Doctorate degree in curriculum and instruction, educational leadership, or related field (preferred)  
Valid Texas Teacher Certification  
Valid Texas Administrator Certification or other appropriate certifications

#### **Experience:**

Three (3) years of successful classroom experience  
Three (3) years of successful district-level administration experience  
Demonstrated experience with curriculum management and professional development

#### **Special Knowledge/Skills:**

Evidence of extensive experience in planning and conducting staff development  
Evidence of extensive experience in curriculum, instruction and leadership  
Evidence of extensive knowledge of current research and best practices in curriculum, instruction, and assessment  
Evidence of evaluation of instructional programs and teacher effectiveness  
Ability to work collaboratively with teachers, leaders, school trustees, parents, and community leaders  
Strong organizational, communication, leadership, public relations, and interpersonal skills  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
Ability to function as a member of a high-performing team  
Ability to work well with a diverse population

### **Major Responsibilities and Duties**

#### **Instructional Leadership**

1. Assume primary responsibility for developing a curriculum that is effectively articulated and coordinated to effectively guide a sequential, integrated, and aligned K-12 instructional program.

2. Work collaboratively with department and cross-functional staff to develop, maintain, and revise curriculum documents based on systematic review and analysis, including development of curriculum guides that are accessible, complete, and strategically organized to guide quality effective instruction in every classroom across the district.
3. Coordinates the development of procedures related to curriculum and instruction to provide direction for effective curriculum management, instructional delivery, and ongoing professional development.
4. Shares understanding of pedagogy, cognitive development, and child adolescent growth and development to facilitate effective district curricular decision-making and classroom level implementation.
5. Work cooperatively with the superintendent, chief of staff, assistant superintendents, directors, coordinators, staff, and other partners to define district needs and serve as the expert in residence for the instructional program.
6. Work cooperatively with the superintendent, chief of staff, assistant superintendents, directors, coordinators, staff, and other partners to collect, review, interpretation and use data to improve student achievement outcomes and examine curriculum/instructional program effectiveness.
7. Supervises the use of formative assessment practices to encourage skilled teaching and higher-level learning.
8. Oversees the development of the annual staff development plan that reflects an accurate, data-driven needs assessment focused on and aligned with district and campus improvement plans.
9. Involves instructional staff in evaluating and selecting textbooks, digital media/resources and other instructional materials to meet student-learning needs.
10. Provides a final recommendation to district leadership regarding the textbook adoption process and provides recommendations regarding instructional programs and materials related to textbook adoption process.
11. Facilitates the coordination of district-wide co-curricular activities, including professional development, digital learning, health/PE, LOTE, gifted & talented, advanced academics and library services.
12. Promotes the use of technology in the teaching-learning process.
13. Actively supports the efforts of others to achieve the district goals and objectives and the campus performance objectives (Texas Academic Performance Reports – TAPR).
14. Exhibits a knowledgeable, articulated, and passionate commitment to continuous student improvement with a focus on the district's instructional priorities.

### **Policy, Reports, and Law**

15. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
16. Compile, maintain, and file all reports, records, and other documents as required.
17. Monitor state and federal legislative processes for potential impact on curriculum and instructional programs.
18. Interprets and disseminates TEA instructional program related information and directive to staff.
19. Represent the school district in meetings and conferences related to curriculum, instruction and assessment.

### **Additional Responsibilities**

20. Articulate the district's mission, curriculum design, and instructional philosophy to the community and solicit its support in realizing district's mission and goals.
21. Set high standards of conduct, ethical principles, and integrity in decision-making actions and behaviors for self and others and encourage reaching high standards.
22. Encourage and model innovative thinking and risk taking and view problems as learning opportunities.
23. Use appropriate and effective communication skills to present information accurately and clearly.
24. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
25. Communicate to district staff, parents, students, and community members in a manner that conveys respect, concern and high expectations.
26. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.
27. Use appropriate and effective techniques to encourage community and parent involvement.
28. Foster rapport between the district and the community through positive involvement in civic activities.

29. Pursue professional development through reading, attending conference, and being involved with related agencies and organizations.
30. Perform all other duties as assigned.

**Supervisory Responsibilities:**

31. Prepare, review, and revise job descriptions for department curriculum staff.
32. Select, train, evaluate, and supervise department curriculum staff.
33. Make curriculum staff recommendations relative to assignment, retention, discipline, and dismissal.
34. Establish aligned department goals and routinely evaluate progress toward goals.
35. Participates in effective budget planning, management, account auditing, and monitoring aligned to the district's vision, mission and goals.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment such as personal computers and peripherals

**Posture:** Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent district wide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; Coordinate multiple tasks simultaneously; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.