

JOB DESCRIPTION

Clackamas ESD

POSITION TITLE:	Director of Teaching and Learning
SCHEDULE PLACEMENT:	Director
WORK YEAR:	12 Months, 240 Days
REPORTS TO:	Superintendent
EMPLOYEE ASSOCIATION:	Manager

GENERAL DESCRIPTION OF THE POSITION:

The Director of Teaching and Learning provides leadership and support to all instructional and administrative staff to improve teaching and learning outcomes in CESD departments and across our region. The Director is responsible for the management of school improvement services based on the effective use of technology, research based strategies and collaboration with component school districts. The Director identifies and procures grants, makes budget and staffing allocations for maximum effective use of human and financial resources, improves current services and develops innovative programs within the Local Service Plan and for entrepreneurial opportunities.

ESSENTIAL FUNCTIONS:

1. Provides leadership for CESD and local school districts in all areas of Teaching and Learning to develop and sustain strong programs for instruction, professional development, instructional technology, equity and access, student data systems, student assessment, workforce readiness, college and career success, migrant education, career and technical education, coaching and mentoring.
2. Collects, analyzes and summarizes data to identify trends and opportunities. Evaluates programs and services systematically, and strategically plans for the improvement of CESD services and Teaching and Learning programs.
3. Works closely with Strategic Communications Officer to establish and model effective, professional communication, to receive and provide a flow of information and dialogue with CESD staff, local school districts, and relevant community and state organizations.
4. Convenes and coordinates the activities of the department's advisory committees.
5. Provides input for and support of the CESD mission and strategic plan. Aligns Teaching and Learning programs to the vision and creates awareness and professional development.
6. Promotes system-wide technology integration and efficiency. Works collaboratively with the Technology Director to integrate technology within all teaching and learning programs, and to establish alternative systems for online and blended learning.
7. Coordinates and participates in the prescribed process for selection, assignment, training, supervision, and evaluation of all department personnel.
8. Develops, administers, coordinates and evaluates grants to ensure accountability for the use of funds and to demonstrate improvement of instruction and student learning.
9. Serves as liaison between the Oregon Department of Education and other public organizations relative to curriculum, instruction, assessment, evaluation, and school improvement.
10. Performs other duties as assigned to support the success of CESD.

ADDITIONAL FUNCTIONS:

1. Follows and supports all CESD policies, procedures, directives and expectations.
2. Attends meetings, including after-business hours and off-site, as appropriate or needed.
3. Works collaboratively and harmoniously with clients, co-workers, and supervisors.
4. Maintains professional and technical knowledge by participating in professional development activities

MINIMUM QUALIFICATIONS:

1. Recent successful experience in public education; district or school administrative experience preferred
2. Master's degree in administration, education with emphasis in teaching and learning, or a related field
3. Valid Oregon administrative license, or ability to obtain Oregon administrative license
4. Working knowledge of current theory, research, and effective practices in the areas of instruction, staff development, learning, student assessment, and school improvement
5. Working knowledge of current Oregon laws, policies, administrative rules, and model programs related to teaching, learning, assessment, and evaluation
6. Working knowledge of instructional media and technology
7. Demonstrated ability to engage others in creating a vision and designing and implementing programs to realize the vision
8. Demonstrated ability to facilitate groups in meetings and workshop settings
9. Demonstrated ability to solve problems and make decisions

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

1. Employee may need to:

Bend:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Climb:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Crawl:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Not At All
Drive:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Kneel:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Lift:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Reach:above shoulder	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Sit:	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Squat:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Stand:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Twist:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Walk:	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All

2. Employee may use hands for:

Single Grasping	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Pushing & Pulling	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Not At All
Fine Manipulation	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All

3. Employee may use wrists for:

Twisting/turning Continuously Frequently Occasionally Not At All

4. Employee may use feet for repetitive movement as in operating foot controls:

Continuously Frequently Occasionally Not At All

5. Lifting:

- Sedentary Work: Lifting ten pounds maximum and occasionally lifting and/or carrying articles. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

REASONING ABILITY:

- Routine, repetitive tasks with simple instructions
- Ability to follow detailed instructions that require few changes
- Ability to follow detailed procedures with several potential variables
- Problem solving ability and interpretation of events required for practical matters
- Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- Logical or deductive thinking required frequently
- Creative, innovative solutions to job problems

CALCULATIONS:

- Simple copying, addition, counting, subtraction
- Ability to divide and multiply
- Understanding the metric system and conversions
- Fractions, decimals, and percentages
- Statistics, use of graphs
- Advanced mathematics
- Theoretical application of statistics and complex math

LANGUAGE:

- Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- Ability to explain simple directions, copy data from one form to another
- Completes form letters or answers routine correspondence
- Composes correspondence independently
- Reads and interprets complex technical material
- Ability to speak and understand a second language
- Can prepare complex reports and documents as required
- Ability to speak with individuals and small groups in an articulate manner
- Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

I hereby indicate by my signature that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the positions, and
3. I can perform the essential functions of this position without an accommodation.

Employee _____ Date _____

Supervisor _____ Date _____