

Job Title: Director of Teaching & Learning
Department: Elementary Education
Reports To: Assistant Superintendent, Elementary Education
FLSA Status: Exempt
Salary Schedule: AA lane 06



SUMMARY

The Director of Teaching & Learning is responsible for planning, evaluating, and managing comprehensive research and development programs in support of the instructional and other programs within WCSD. The Director organizes and coordinates the administration of district-wide assessments; coordinates the distribution and interpretation of school accountability reports; organizes and coordinates research activities in the district; compiles data and creates reports; works with the assigned Professional Learning staff to develop, coordinate, and present professional development programs to facilitate the achievement of WCSD organizational goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Formulates applicable policies and procedures.

Plans and conducts training relative to the assessment & accountability programs, and relative to the collection, reporting, and interpretation of student achievement data.

Plans and oversees the K - 12 standardized testing program. Devises and directs use of records, reports, and other materials essential to program.

Oversees the district participation in large-scale assessment activities. Coordinates the district participation in accountability measures.

Assists school administrators in training staff relative to test ethics and administration procedures and corrective actions for violations.

Approves the format of student achievement data in the data warehouse and the content of standard reports generated from the data warehouse.

Assists schools in interpreting accountability reports and other program evaluations.

Assists in the alignment of assessments with curricular and instructional standards and programs.

Analyzes assessment results and identifies areas for improvement.

Evaluates student assessment results and submits recommendations to administrators, instruction specialists, classroom teachers, and staff as appropriate.

Participates in state and district level coordination, evaluation, review, and development committees.

Conducts and approves research studies.

In coordination with the WCSD Executive Directors, oversees the development and maintenance of the digital Comprehensive School Improvement (CSIP) software program.

Facilitates meetings of the District Student Achievement Team (DSAT-PLC).

Collaborates and coordinates with all departments as it relates to student learning.

Organizes, schedules, and manages district wide professional learning activities.

Provides guidance in the selection and use of K-12 textbooks and other teaching materials.

Initiates and maintains effective liaison with state, other school districts to keep abreast of new educational developments and ideas.

Evaluates assigned programs to ensure that objectives for student education are met.

Prepares budget, monitors expenditures, and solicits funds to provide financial support for programs.

Contracts with agencies for needed services.

Coordinates and provides overall management to staff development and curriculum programs such as fine arts, math, science, and literacy/language arts in WCSD.

Provides leadership in the philosophy, curriculum, and methods of the assigned programs.

Attends state curriculum meetings.

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibility over the personnel staffed within the professional learning areas. Effectively evaluates assigned personnel according to the WCSD policy.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to apply appropriate technology and evaluation principles for reporting purposes.

Knowledge of and the ability to effectively use database and spreadsheet programs to compile a variety of statistical reports is essential.

Ability to understand and apply District, State, and Federal laws, rules and regulations.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A Master's degree or equivalent with a minimum of eight years related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold and maintain an active Utah School Leadership License.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Executive Director, Human Resources			Date: 07/13/2000
Approved By: WCSD School Board			Date: 03/13/2001
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Executive Director, Human Resources	Date: 03/02/2007
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Executive Director, Human Resources	Date: 11/03/2008
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Executive Director, Human Resources	Date: 06/13/2013
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 01/08/2019
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 01/25/2024
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 05/22/2024

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	