

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### DIRECTOR, Teaching and Learning

#### QUALIFICATIONS

- Master's Degree or higher in Education with certification in Administration and Supervision or Educational Leadership.
- At least five years of successful teaching experience and five years of successful school level and/or district administrative experience.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida laws and statutes and State Board rules as they relate to curriculum and professional development.
- Knowledge of technology and computer applications as related to instructional integration in classrooms and for teacher and administrator professional development. Knowledge of technology and computer applications as related to administrative job functions.

#### SUPERVISION

**REPORTS TO** Deputy Superintendent for Instructional Excellence and Equity  
**SUPERVISES** Assigned program administrators, teachers on assignment and clerical staff

#### POSITION GOAL

***To lead and direct the design and implementation of K-12 curriculum and professional development resulting in a 21st century model for teaching and learning that integrates instructional technology and prepares students for college and/or career success.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Direct related communication, implementation, and evaluation of the District's K-12 curriculum and Professional Development as aligned with the Florida Department of Education's Next Generation Sunshine State Standards, the Common Core State Standards, the Florida Accountability System, the Florida Department of Education's Professional Development Protocol, the Seminole County School Board's Strategic Plan and the "3Ts" (Thinking, Teamwork and Technology).
2. \* Direct educational initiatives to ensure rigor and relevancy in the curriculum as defined in the School Board's Strategic Plan, including infusion of integrated instructional technology tools and strategies, and offer professional development activities to ensure alignment with teaching and learning expectations.
3. \*Direct the coordination, supervision, and final production of the District Master In-service Plan with a particular emphasis on developing and supporting highly qualified teachers, administrators, and paraprofessionals.
4. \* Develop with a core group of teachers and administrators a multiple year K-12 Teaching and Learning Action Plan for academic excellence and professional development that includes program review, development, implementation, coordination, and evaluation modeled after best practices, and aligns teacher training, including professional development for the teacher and administrator evaluation instruments.
5. \*Communicate and monitor the K-12 Teaching and Learning Action Plan expectations and timelines to all stakeholders, including teachers, administrators, parents and community members, so that stakeholders have a clear understanding of the vision and action items necessary for accomplishing the defined goals.
6. \* Direct procedures to ensure input from all appropriate levels of personnel involved with the implementation of instructional plans and professional development activities.
7. \*Develop and oversee the Curriculum Services and Professional Development Departments' budgets.
8. \* Coordinate with the Director of Instructional Technology to integrate instructional technology in instructional plans and professional development activities to align with district, state, and national initiatives.
9. \* Assist with the development of policies in curriculum and professional development related areas.

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10. \* Direct and coordinate audits of supervised programs and grants to ensure compliance with state and federal laws and regulations.
11. \*Direct an annual needs assessment related to professional development offerings that includes a review of student achievement data and teacher and administrator feedback.
12. \*Complete a comprehensive review of the Professional Development On-Line tool, seek feedback from all stakeholders, and work with relevant district staff to update the efficiency and effectiveness of the tool.
13. \* Assist with the selection of instructional materials and equipment.
14. \* Assist with development of and evaluation of facility specifications.
15. \*Assist with the implementation of innovative practices and the relevant professional development.
16. \* Maintain access to current professional development literature, professional organizations, and workshops related to best practices and disseminate information to other departments, administrators and teachers.
17. \* Complete mandated reports related to areas of responsibility.
18. \* Monitor test results and provide assistance to improve student performance.
19. \* Direct the coordination, supervision, and evaluation of instructional materials selection, curriculum fairs, and academic tournaments.
20. \*Coordinate, supervise, and evaluate the job performance of assigned staff.
21. Perform other duties as assigned by the Deputy Superintendent for Instructional Excellence and Equity.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Standard Office Equipment

### PHYSICAL REQUIREMENTS

#### Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Balancing</b>	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

**Indoors**

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**AO-03-P \$77,976 - \$119,614**

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

**POSITION CODES**

PeopleSoft Position TBD  
Personnel Category 01  
EEO-5 Line 03  
Function Vary  
Job Code 1472  
Survey Code 63005

**FLSA**

Applicable  
 Not applicable

Previous Board Approval

**BOARD APPROVED**

**June 21, 2011**

ADA Information Provided by Anna-Marie Cote, Ed.D.  
Position Description Prepared by Anna-Marie Cote, Ed.D.