

LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Director of Teaching and Learning
JOB GOAL: To provide leadership in the ongoing development and improvement of the entire curriculum and instruction program in the district
REPORTS TO: Superintendent
QUALIFICATIONS: Type 75 Administrative Certificate
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Lead the development, alignment and implementation of the district curriculum.
2. Facilitate work groups to research best practices, recommend resources, and implement plans.
3. Arrange for staff development in collaboration with the Professional Development Council.
4. Facilitate the selection/development, scheduling, and dissemination of results of district assessments.
5. Evaluate and purchase software and resources to support district curriculum and interventions.
6. Collaborate with technology staff to insure access to online resources.
7. Facilitate the fidelity of implementation of district curriculum, initiatives, and use of data to make instructional decisions.
8. Function as Director of Summer Programs.
9. Coordinate Midwest Academic Talent search and other enrichment opportunities.
10. Chair of the Advanced Placement Committee, parent notification and appeals process.
11. Serve as liaison to the LT Articulation Committee (LTAC) and the Data Consortium.
12. Chair of the Rtl Committee: provide oversight for the implementation of the Rtl Plan.
13. Communicate with parents regarding district curriculum, assessment, and instruction.
14. Collaborate with the Business Manager to write and supply grant reports to the ISBE.
15. Provide reports and presentations for the Board of Education.
16. Participate on the Administrative Council and the Technology Committee.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Length of contract, salary, and benefits as established by the Board of Education.