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POSITION DESCRIPTION

Director of Teaching and Learning

ORGANIZATIONAL RELATIONSHIPS

Reports to the Superintendent of Schools. Oversees the district curricular, instructional, assessment, grading and reporting procedures, and associated staff. Works collaboratively with other district staff on 4K, Title Programs, and summer school.

PRIMARY FUNCTION

Provides leadership and supervision for the development, implementation, and assessment of curriculum and instruction, and for all aspects of educational services in the schools.

Performance responsibilities listed below are accomplished in order to ensure a highly articulated (vertically and horizontally) curriculum, instructional best practices, and courses of study.

PERFORMANCE RESPONSIBILITIES

Instructional Leadership

1. Provides leadership aligned to the District's Vision, Mission, Priorities and Core Values.
2. Provides leadership aligned to the implementation of a high reliability Multi-level System of Support (MLSS) as well as the Ends policies in coordination with the other district level administrators.
3. Provides direction for all school-based and district-wide educational service areas.
4. Leads the building principals.
5. Communicates, models, and promotes high standards of performance.
6. Provides leadership and management for curriculum and instruction.
7. Provides leadership for positive educational improvement.
8. Provides leadership for teacher professional staff development.
9. Demonstrates insight, knowledge, understanding, and skill when assisting in the recruitment and employment of instructional staff.
10. Leads and chairs groups, ad hoc committees, task forces, etc., composed of administrators, community members, teachers, staff, students, Board members, etc.
11. Leads and coordinates the reading program throughout the District.
12. Seeks out, identifies, recommends, leads, monitors, and evaluates curricular and instructional initiatives to further student achievement.
13. Makes application for, administers, and is the District contact person for all Title Programs in collaboration with the Director of Student Services.
14. Works closely with the Director of Instructional Technology for the infusion of technology into classroom instruction, as well as other technology initiatives.
15. Develops, implements, and assesses an overall District assessment program for student academic achievement.
16. Provides leadership for the Gifted and Talented Program.
17. Provides leadership with state testing.

18. Leads and coordinates the annual course changes and recommendations.
19. Provides leadership for the Induction and Mentoring Program for new teachers.

Human Resources

1. Leads, Title I and district reading staff.
2. Leads, supervises, and evaluates the MLSS Instructional Coaches and office personnel as assigned.

Management

1. Manages the effective and efficient day-to-day operation of the office.
2. Ensures efficient management of office fiscal resources.
3. Provides assistance with grant development at district and school levels.
4. Demonstrates effective analytical, decision-making, managerial, and organizational skills.
5. Prepares and implements the budget for the position and office, including but not limited to Title programs, and all other areas covered within the position description.

Interpersonal Relationships

1. Demonstrates effective communication skills using a variety of modalities (verbal, non-verbal, written, etc.)
2. Demonstrates positive and effective interpersonal relationship skills with staff, administrators, parents, community members, and Board members.

Professional Responsibilities

1. Performs duties in accordance with District policies and procedures, state, and federal laws.
2. Participates in personal and professional growth activities.
3. Demonstrates motivation, initiative, self-discipline, collegiality, collaboration, and the ability to manage multiple tasks, issues, situations, etc., and accompanying stress.

District Support

1. Demonstrates accuracy, thoroughness, analytical/evaluative abilities, and promptness in submitting reports, inventories, evaluations, and other information requested.
2. Observes, supports, and enforces the regulations, policies, philosophy, and programs of the district and all applicable laws and regulations.
3. Assists the Board of Education with its commitment of equal education opportunities for all students and equal employment opportunities for all employees.
4. Demonstrates the ability to develop and maintain professional working relationships with all stakeholders (staff, students, administrators, Board, community) to promote the academic programs and welfare of the District.
5. Functions as an active, dynamic, participatory, collegial, and collaborative member of the Superintendent's Cabinet.
6. Functions as an active, dynamic, participatory collegial, and collaborative member of the District Leadership Team.

Relationship to the Supervisor

1. Keeps the Superintendent informed of operations, needs, and problems in areas of responsibility.
2. Accepts responsibilities and duties for the position, as well as those beyond it.
3. Offers to assist and volunteers whenever needed and without prompting.
4. Maintains the strictest confidence and confidentiality concerning personnel, students, and operational concerns of the District, as well as information limited to Closed Session of the Board, and Cabinet meetings.
5. Assumes other duties as assigned by the Superintendent.

This description is designed to assist in evaluating various classes of responsibilities, skills, and working conditions. It illustrates tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

QUALIFICATIONS

Education/Certification

1. M.A. required, Ph.D. or Ed.D. preferred in leadership or educational administration, curriculum, instruction or equivalent background. Preference given to work in school leadership and administration, curriculum and instructional development, educational research, and assessment/measurement.
2. Possess and maintain Director of Instruction license for the state of Wisconsin.

Experience

Minimum five years of experience in central administration, building administration, and/or principalship.

Skills, Knowledge and Abilities

1. Knowledge of educational administration as applied to the development and implementation of instructional, curricular, and assessment/measurement programs for the District.
2. Knowledge of Wisconsin laws, rules and regulations governing instructional, curricular, and assessment/measurement program development and implementation.
3. Knowledge of an ability to perform sound instructional, curricular, and assessment/measurement analysis and take or recommend appropriate actions regarding such matters.
4. Demonstrated leadership and ability to work effectively with a variety of diverse groups and individuals.
5. Demonstrated openness towards all groups of people.
6. Demonstrated skills in organizing ideas and presenting them with clarity and conciseness.
7. Demonstrated ability to supervise and evaluate instructional, curricular, and assessment/measurement programs and department personnel performance effectively and efficiently.

8. Demonstrated creative and imaginative approaches to problem solving and ability to make effective decisions.
9. Excellent school-community relations, communication, and planning skills.
10. Demonstrated ability to develop and administer a budget.
11. Ability to appropriately involve stakeholders in shared decision-making.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but also involves walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

Annual employment contract. Twelve month position (July 1 - June 30).

CREATED: 01.08.2018

REVISED: 03.15.2025

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the compliance officer. If you have questions or concerns, please call 715.258.4121.