

**School Administration****Central Administration and Supervisory Personnel****Director of Secondary Teaching and Learning - Job Description**

**Title:** Director of Secondary Teaching and Learning

**Qualifications:** Valid certification as required by the Wisconsin Department of Public Instruction. Such qualifications as shall be required by the Superintendent and/or the Board of Education.

**Reports To:** Assistant Superintendent

**Performance Responsibilities:**

- A. **Provides Leadership**
1. Provides leadership in the identification, development, and implementation of district goals.
  2. Provides leadership in the identification, development, and implementation of department goals.
  3. Serves as a contributing member of the administrative team and on assigned committees.
  4. Attends school board and committee meetings, serves as a resource person, assists with presentation of information and or recommendations, and is prepared to field and discuss questions consistent with agenda items representing the area of responsibility.
  5. Recommends Board Policies related to areas of responsibility and cooperatively develops administrative guidelines as needed.
  6. Maintains a high level of integrity, is fair, and acts in an ethical manner.
- B. **Maintains Personal Professional Growth**
1. Maintains personal professional growth through graduate work, professional organizations, seminars, and/or reading related professional literature.
  2. Maintains current knowledge with all appropriate school laws pertaining to area of responsibility.
  3. Maintains current knowledge of technology and systems related to job responsibilities
- C. **Coordinates all Special Education and Student Services Programming**
1. Administration of special education, counselors, school nurse, and at-risk programs in the District and all related other federal programs (Section 504, Americans with Disabilities, Equity, Homelessness, and IDEA).
  2. Develops, directs and administers training in the due process procedures as related to the identification and placement of students.
  3. Establishes and facilitates procedures to process and place eligible students in special education for admission or dismissal. Ensures fidelity to current guidelines and requirements, such as those expressed in the Wisconsin SLD requirements.
  4. Co-develops and maintains Comprehensive Counseling Model for academic, personal, and career growth for students.

5. Develops and initiates screening programs for continuous identification of children, including those referred for special education and alternative education.
6. Co-develops required and needed programs for all students with disabilities through systematic planning efforts.
7. Advises staff and administrators of legal requirements governing special education and other federal programs as may be assigned.
8. Interprets the objectives of special education and other federal programs and services to the Board, the administration, the staff, and the public at large.
9. Cooperates with public and private agencies, organizations and professional personnel and families in securing and providing services for students with disabilities and other conditions that may put students at the risk of failure.
10. Participates with building administrators in the recruitment, selection, assignment, and evaluation of all special education personnel and federal program personnel that may be assigned (school counselors, school nurse, and related services personnel).
11. Oversees process and implementation of Student Intervention Teams.
12. Co-develops budget recommendations, maintains information on state funding and District expenditures.
13. Co-prepares all local, state and federal reports as required.

D. Provides Leadership in Curriculum Design and Implementation

1. Provides leadership in curriculum design and implementation of instructional practices that are supported through research and aligned with district goals/philosophy, including the development of 6-12 curriculum planning effort and program evaluation.
2. Maintains communication with District leaders. Coordinates efforts with Director of Secondary Teaching and Learning
3. Provides leadership in the administration of formative and summative assessments.
4. Recommends policies, programs and procedures essential to the needs of children.
5. Provides positive and effective leadership that promotes academic excellence for students.
6. Co-manages procedures for new curriculum and instructional material adoptions and maintains liaison with Assistant Superintendent for Educational Programs and Services.
7. Ensures uniformity, consistency, and articulation between elementary, middle, and high school.
8. Keeps informed of developments in teaching and learning.
9. Promotes instructional strategies that improve student achievement.
10. Co-manages procedures for professional development and training district-wide and the assessment of their effectiveness and maintains liaison with Assistant Superintendent.
11. Ensures fidelity to implementation of Effectiveness Project and duties related to supporting, reviewing, and scoring teacher performance and Student and School Learning Outcomes (SLO's).
12. Understands and demonstrates competence in the Wisconsin Administrator Standards.
13. Facilitates a vision of learning and a culture of collaboration and excellence.
14. Supports a culture of innovation.

**E. Supervises, Hires, and Evaluates Staff**

1. Evaluates immediate subordinates and makes recommendations regarding employment, assignment, and salary.
2. Works with the Director of Human Resources and building principals during the hiring process of personnel in each program area of responsibility.

**F. Additional Responsibilities**

1. Maintains on-going collaboration with Co-Director.
2. Communicates to the Assistant Superintendent the requirements and needs of the district related to curriculum, instruction, assessment, and professional development.
3. Keeps the Assistant Superintendent and Superintendent advised on all relevant matters.
4. Performs other duties as assigned by the Assistant Superintendent, Superintendent, or as appropriate to the job assignment.

**Policy Approved:                    November 25, 2013**

**Policy Revised:**