



Job Description	
Title	Director of Teaching and Learning
Reports To	Assistant Superintendent of Learning
Terms of Employment	52 Weeks, Exempt, Administrator Contract
Board Approved Date	December 2024

### **JOB GOAL**

The Director of Teaching and Learning will champion equitable student achievement for all PK-12 learners by fostering a data-driven, research-based approach to curriculum development and alignment, instructional practices, and assessment. Through close collaboration with district administration, teacher leaders, classroom teachers, and the broader community, the director will support the continuous improvement of teaching and learning across the district. Additionally, the director will ensure that all practices align with the policies, rules, and regulations of the School Board, as well as the laws and administrative regulations of the State of Wisconsin and the United States.

### **ESSENTIAL FUNCTIONS**

#### *Leader Development*

- Leads building-level administrators in their own development related to teaching and learning.
- Leads and collaboratively builds systems that engage building leaders and teachers around curriculum, assessment, and instructional practices.

#### *Curriculum and Instruction Leadership*

- Takes the lead role in identifying, implementing, and evaluating evidence-based curriculum in partnership with district and building leadership to ensure all subject areas have current and relevant learning opportunities.
- Coordinates, develops, reviews, and revises curriculum and resources for the classroom through a transparent and collaborative approach.
- Provides direction and leadership to department chairs and elementary building leadership teams, in partnership with building principals, to ensure research-based instructional strategies are implemented to foster growth in student learning outcomes in each department and across elementary classrooms.
- Ensures a personalized learning experience based on student need while maintaining a guaranteed and viable curriculum.
- Collaborates with ESS Coordinator and other District leaders to analyze both state and local assessment data to aid in continuous improvement efforts at the building level.
- Supports the development and implementation of Title I and III plans.
- Ensures the D.C. Everest system of support has a strong foundation in Tier I Universal instruction.
- Supports the team that develops and implements tiered supports to meet the instructional needs of all students, including students with special needs, English Learners, at-risk students, and gifted students.
- Oversees EL programming across the district and ensures alignment to State Statute and DPI guidelines.
- Ensures alignment and implementation of equitable practices in support of EL students.
- Collaborates with Talent & Culture to ensure District meets DPI Bilingual-Bicultural (BLBC) requirements.

#### *Supervision*

- Supervises Curriculum team and Administrative Assistant to the Director of Teaching and Learning.

#### *Staff Professional Development*

- Supports the development of a New Teacher Institute and mentor training that provides necessary learning for teachers new to D.C. Everest.
- Provides oversight of the Frontline Professional Development platform and assists in ensuring evidence-based PD offerings are available to staff.

- Assists in planning Professional Development experiences for District PD days.

*Resource Management*

- Provides leadership in the development of the Curriculum, Title I, and Title III budgets.
- Facilitates budget development and leads in establishing priorities for departments in collaboration with building administrators and department chairs.

*Other Responsibilities*

- Establishes strong lines of communication with administrators, teachers, support staff, and the community related to teaching and learning.
- Attends all School Board meetings and Board Committee meetings as required by the Assistant Superintendent of Learning.
- Collaborates at the local, state, and national level as necessary to carry out the responsibility of the director role subject to the approval of the Assistant Superintendent of Learning.
- Performs additional duties and responsibilities as assigned.

**QUALIFICATIONS AND SKILLS**

- Certified by the Wisconsin Department of Public Instruction as a Director of Instruction (#5010).
- Master's degree with an emphasis in curriculum and instruction.
- Three or more years of successful experience working directly with students.
- Significant experience with curriculum development, instructional methodology, assessment practices, and student data analysis.
- Leadership experience in a school environment preferred.

**TERMS OF EMPLOYMENT**

- 52 Week Administrator Contract (July 1 – June 30).
- Salary to be determined based on qualifications and experience.
- All insurance and fringe benefits provided by the individual administrator contract.
- Reimbursement for all actual and necessary expenses legitimately incurred in the performance of duties and included in the budget.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01/Policy 4122.01 throughout his/her employment in the District.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_