

CANBY SCHOOL DISTRICT 86
JOB DESCRIPTION

It is the policy of the Canby School District Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Personnel Office at the Canby School District Office, 503-266-7861.

Position Title: Director of Teaching and Learning
Department: Central Administration
Work Year: 235 Days
Supervised by: Superintendent

GENERAL DESCRIPTION OF THE POSITION:

Direct the development, implementation, and evaluation of the district's K-12 curriculum, instruction, assessment, evaluation, and staff development. Play a central role within the Superintendent's cabinet and be visible in the district's schools, providing leadership, vision, and oversight of staff development, curriculum and achievement at all levels.

ESSENTIAL FUNCTIONS:

1. Provide leadership in planning and conducting curriculum, instructional, and assessment activities in conjunction with Board priorities, school improvement goals and state and federal requirements.
2. Provide for the development of clear and comprehensive assessment of student achievement and the interpretation of results to staff, Board, and community. Recommend district-wide direction as a result of the analysis of student achievement data.
3. Provide leadership and direction in staff development for licensed, classified, confidential, and administrative employees to promote their personal and professional growth. Plays a central role in the development and execution of staff development programming and administrator professional development.
4. Direct the development of the District Improvement Plan and supervise the writing of School Improvement Plans (SIPs). Provide leadership and consultation to schools on the development and implementation of their SIPs.
5. Organize and direct curriculum development and instructional materials committee work.
6. Provide leadership in seeking grant funds and assist in writing and implementing grants to support Board priorities and district direction.
7. Assure accurate budget development and expenditure controls of budgeted areas of responsibilities.
8. Oversee administrators for English Language Development and Migrant Education, Title I and TAG programs. Oversee and direct the student assessment program.
9. Coordinate district testing programs and oversee the review and analysis of student performance data.
10. Support instructional technology and media services
11. Establish and maintain effective professional relationships and work in harmony with students, staff, patrons, outside agencies, and the public.
12. Participate actively in the district-level administrative cabinet and administrative team.

13. Perform other related duties as assigned by supervisor.

MINIMUM REQUIREMENTS:

1. Valid Oregon administrative license or eligible for conditional assignment.
2. Master's degree or equivalent in education, curriculum and instruction, or other related field.
3. Three (3) years successful building administration required, as well as classroom experience.
4. Knowledge/experience to ensure the ability to work effectively K-12.
5. Such alternatives or additions to the above requirements as the Board may find appropriate and acceptable.
6. Mental and physical skills and abilities to perform the essential functions of the position.

PHYSICAL REQUIREMENTS:

Director of Student Achievement

1. Employee may need to:
 - a. Stand **Continuously** Frequently Occasionally Not at all
 - b. Walk Continuously Frequently **Occasionally** Not at all
 - c. Sit **Continuously** Frequently Occasionally Not at all
 - d. Drive Continuously Frequently **Occasionally** Not at all
2. Employee may use hands for:
 - a. Single grasping Continuously Frequently **Occasionally** Not at all
 - b. Pushing & pulling Continuously Frequently **Occasionally** Not at all
 - c. Fine manipulation Continuously Frequently **Occasionally** Not at allEmployee may use wrists for:
 - a. Twisting/turning Continuously Frequently **Occasionally** Not at all
3. Employee may need to:
 - a. Bend Continuously Frequently **Occasionally** Not at all
 - b. Twist Continuously Frequently **Occasionally** Not at all
 - c. Squat Continuously Frequently **Occasionally** Not at all
 - d. Climb Continuously Frequently **Occasionally** Not at all
 - e. Reach(above shoulder) Continuously Frequently **Occasionally** Not at all
4. Environment:
 - a. Outside Continuously Frequently **Occasionally** Not at all
 - b. Inside **Continuously** Frequently Occasionally Not at all

5. **Lifting:**

Sedentary work: Lifting 10 pounds maximum and occasionally lifting and/or carrying articles such as ledgers, books, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

Light work: Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Medium work: Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Heavy work: Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Very heavy work: Lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects of 50 pounds or more.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the essential functions of the position as assigned:

Signature of Employee

Date

Job Description Continued