

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

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| Job Title: | Executive Director, Teaching and Learning | Job Code: 64004 |
| Job Classification: | 01 Instructional, District-based Admin. | EEO Line: 03 |
| Job Class Category: | D Administrative Personnel | Job Description Supplement Code: 4 |
| Reports to: | Assistant Superintendent Instructional/Curriculum Services | Salary Locator: Support Schedule 4 |

PCSD Job Titles: Area Director of Instruction

SUMMARY: To assist the Superintendent, the Area Director shall serve as the leader and resource person within the learning community and provide necessary support services and assistance to principals, teachers, and students to achieve district desired goals in an efficient and effective manner.

QUALIFICATIONS:

- 1) Master's Degree from an accredited educational institution
- 2) Certification in Educational Leadership
- 3) Five (5) years of educational leadership management experience (both school principal and office management desired)
- 4) Valid Florida Driver's License and acceptable driving record
- 5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES, AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to communicate effectively, both orally and in writing.
- (2) Ability to present information effectively to a variety of audiences.
- (3) Ability to respond to questions from groups, employees, and the general public.
- (4) Ability to use effective public relations skills. Ability to work collaboratively with others.
- (5) Ability to establish and maintain effective working relationships with students, staff and the school community.
- (6) Ability to use conflict resolution strategies.
- (7) Ability to lead groups to consensus.
- (8) Ability to collect, analyze and interpret data.
- (9) Ability to define problems, collect data and draw valid conclusions.
- (10) Ability to make decisions based on relevant information.
- (11) Ability to plan, establish priorities and use time effectively.
- (12) Ability to use current technology in administration and instruction. Knowledge of the Student Progression Plan. Knowledge of district curriculum and instructional programs. Knowledge of current trends, research and best practices in curriculum and instruction.
- (13) Ability to apply knowledge of current research and theory in the specific field. Knowledge of learning theory, program planning, curriculum development, and management of instructional programs. Knowledge of national, state, and district educational goals and standards. Ability to read, interpret and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes.
- (14) Ability to understand the Course Code Directory and Florida statutes related to curriculum, instruction, and assessment.

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for colleagues and students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Manifests a professional code of ethics and values
- (3) Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing PCSD in a positive light
- (4) Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks

- (5) Manage all operations and functions of the schools in his/her learning community consistent with district goals
- (6) Direct, oversee and evaluate each principal's performance in terms of the schools' productivity in achieving the district's goals
- (7) Work with principals and teachers in his/her learning community to identify expertise and support services necessary for staff development to meet their identified needs
- (8) Plan, organize, staff, implement and evaluate learning community staff functions necessary to support principals and teachers utilizing minimal full-time positions and making maximum use of consultants and teachers.
- (9) Maintain visibility in assigned schools and community as the Area Director responsible for the effective operation of the schools and the effectiveness of employees
- (10) Serve as a team member of the Superintendent's Management Team and participate in districtwide planning, development, and evaluation
- (11) Keep the Assistant Superintendent of Instructional/Curriculum Services informed of current Learning Community critical issues and incidents about which he/she and the Superintendent and/or Board should be aware
- (12) Follow the district's policies and procedures as related to all HRMD guidelines, and the district's instructional initiatives
- (13) Follow the district's policies and procedures as related to fixed assets
- (14) Coach and/or mentor and form partnerships with principals in a developmental growth process
- (15) Provide leadership for school improvement activities in area schools
- (16) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (17) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (18) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in the current position.
- (19) Perform all other non-instructional duties as requested by department director

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires the exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

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| 70 | A. Sitting: Resting with the body supported by the buttocks or thighs |
| 10 | B. Standing: Assuming an upright position on the feet, particularly for sustained periods of time |
| 10 | C. Walking: Moving about on foot to accomplish tasks, particularly for long distances |
| 5 | D. Bending: Lowering the body forward from the waist |
| 5 | E. Reaching: Extending hand(s) and arm(s) in any direction |
| 5 | F. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force |
| 80 | G. Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm |
| 70 | H. Grasping: Applying pressure to an object with the fingers and palm |
| 90 | I. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly. |
| 90 | J. Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels |
| 90 | K. Visual Acuity: The power to see at a level which allows reading of numbers and text, the operation of equipment, inspection of machines, etc. |

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

- X A. Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day

Salary and benefits shall be paid consistent with the District's approved compensation plan.

The length of the work year and hours of employment shall be those established by the District.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the PCSD Board policy on evaluation of personnel.

BOARD APPROVAL:

Adopted: December 6, 2016