

JOB DESCRIPTION

POSITION TITLE:	Assistant Director of Teaching & Learning
DEPARTMENT & PROGRAM:	Teaching & Learning
WORK YEAR:	240-day contract
SALARY PLACEMENT:	Pay Range 9
SUPERVISED BY:	Director of Teaching & Learning
ASSOCIATION:	Non-Represented
FLSA STATUS:	Exempt

GENERAL DESCRIPTION OF THE POSITION:

The Assistant Director of Teaching and Learning reports to the Director of Teaching and Learning and is responsible for leadership, supervision, coordination of services, development of professional development, and technical assistance to Clackamas County school district educators.

ESSENTIAL FUNCTIONS:

1. Assists with the supervision, development, design and facilitation of professional development and training in support of ESD and component district professional learning goals.
2. Provides leadership and technical assistance to school and district staff in the areas of curriculum, instruction, and personalized learning. Includes: Standards prioritization and deconstruction, curriculum alignment, materials adoptions, program evaluation, integration of technology, and other processes in response to student needs and district requests.
3. Works collaboratively with ODE, School-age Special Education programs, Early Childhood Education, Technical Services, and component district leadership to develop and deliver aligned instructional programs and supports in the service of equity and all students in Clackamas County.
4. Assists with the development and oversight of innovative and personalized learning initiatives and supports at the direction of the Director. These include (but are not limited to) implementation of learning management systems, flexible learning spaces, Makerspace, and competency based assessment systems.
5. Helps identify, develop, and administer grants as appropriate.
6. Assures integration of instructional best practices into all ESD sponsored professional development activities.
7. Provides other appropriate curriculum, instruction, assessment, and evaluation services requested by school and district educators.
8. Helps supervise the daily operation of programs and its assigned resources
9. Participates in recruitment, selection, and assignment of program personnel
10. Communicates regularly with staff including convening meetings for the purposes of relationship building, sharing of expertise, dialogue, professional development, and collaboration
11. Supervises and evaluates the performance of licensed and classified personnel; supervises the evaluation of staff
12. Assists the Director in planning program evaluation strategies, collecting and analyzing data with the department director and program staff
13. Participates as a member of the department's leadership team
14. Develops team members by assessing strengths and needs for development; gives timely and specific feedback and coaching; and provides challenging assignments and development opportunities
15. Participates in and provides leadership in advisory meetings and other related departmental meetings

ADDITIONAL FUNCTIONS:

1. Follows and supports district and program policies, procedures and requirements
2. Works cooperatively and harmoniously with families, co-workers, supervisors, and community partners
3. Maintains professional and technical knowledge by participating in professional development activities
4. Maintains regular communications including checking and replying to work email on a regular daily basis
5. Maintains regular and punctual attendance
6. Performs other duties as may be assigned

ESSENTIAL COMPETENCIES:

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.

2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.

MINIMUM QUALIFICATIONS:

1. Master's degree in Education, Curriculum and Instruction, Administration/Leadership or related field.
2. Currently holds or ability to obtain an Oregon administrative license.
3. At least 3 years K-12 teaching experience
4. Recent successful supervisory experience
5. Demonstrated ability to develop sound and cost effective fiscal plans and manage resources
6. Demonstrated ability to work with a team toward common goals
7. Demonstrated ability to effectively delegate roles and responsibilities to subordinates
8. Written and oral communication skills sufficient to perform essential functions
9. Physical and mental attributes sufficient to perform essential functions

WORKING CONDITIONS:

1. Travel required delivering services in multiple sites during day and week throughout the areas served by program
2. Work settings vary from ESD offices, ODE, schools, school districts and stakeholder locations
3. Travel modes can include the use of public transportation
4. Some evenings and weekends may be required for program events

EQUIPMENT USED:

1. Personal Vehicles

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

- Light work.** Light work involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do seden

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)										
Lifting students who have physical impairments and are unable to assist. All students regardless of their size and weight are lifted by two people with the total weight of the student not evenly distributed between the two. Students weighing over 50 pounds will be lifted using a mechanical lift.										
01-30 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
26-50 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously

Employee may need to: (X = REQUIRED)										
Bend		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Climb	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Crawl	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Drive		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Kneel		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Reach (above shoulder)		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Reach (forward)		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Sit		Never		Rare		Occasionally		Frequently	<input checked="" type="checkbox"/>	Continuously
Squat		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Stand		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Twist		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously



Walk		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Run	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Stairs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Lying Down	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Hands may be used for: (X = REQUIRED)										
Grasping		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Pinching		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Finger Manipulation		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Wrists may be used for: (X = REQUIRED)										
Twisting/Turning		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Pushing/Pulling: (X = REQUIRED)										
01-30 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
31-50 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Carrying: (X = REQUIRED)										
01-30 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Description										
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Description										

Environment Exposures (X = REQUIRED)										
Chemical Contact	X	Never		Rare		Occasionally		Frequently		Continuously
Moving Objects		Never	X	Rare		Occasionally		Frequently		Continuously
Noise		Never		Rare		Occasionally	X	Frequently		Continuously
Safety Equipment	X	Never		Rare		Occasionally		Frequently		Continuously
Wetness	X	Never		Rare		Occasionally		Frequently		Continuously

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

X = Requirement | = Not Required

REASONING ABILITY:

- X Routine, repetitive tasks with simple instructions
- X Ability to follow detailed instructions that require few changes
- X Ability to follow detailed procedures with several potential variables
- X Problem solving ability and interpretation of events required for practical matters
- X Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- X Logical or deductive thinking required frequently
- X Creative, innovative solutions to job problems

CALCULATIONS:

- X Simple copying, addition, counting, subtraction
- X Ability to divide and multiply
- X Understanding the metric system and conversions
- X Fractions, decimals, and percentages
- X Statistics, use of graphs
- X Advanced mathematics
- Theoretical application of statistics and complex math

LANGUAGE:

- X Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- X Ability to explain simple directions, copy data from one form to another
- X Completes form letters or answers routine correspondence
- X Composes correspondence independently
- X Reads and interprets complex technical material
- Ability to speak and understand a second language
- X Can prepare complex reports and documents as required
- X Ability to speak with individuals and small groups in an articulate manner
- X Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the positions, and
3. I can perform the essential functions of this position without an accommodation.



Print Name: _____

Signature: _____ Date _____