

# GRESHAM-BARLOW SD 10J

## 2019-2020 Administrative - Director of Teaching & Learning, Elementary (DO) (5772)

### JOB POSTING

---

#### Job Details

<i>Title</i>	<b>2019-2020 Administrative - Director of Teaching &amp; Learning, Elementary (DO)</b>
<i>Posting ID</i>	<b>5772</b>
<i>Description</i>	<b>Job Posting Date: October 9, 2019</b>

**Gresham-Barlow School District  
Administrative Office - Director of Teaching & Learning,  
Elementary  
Probationary Position  
240 days, 1.0 FTE  
Compensation: \$113,179 - \$124,959  
Requirements: Current Oregon State Administrative License  
and CPR/First Aid Card  
Application Deadline: Open until filled  
Estimated Start Date: 11/15/19  
Apply online at [gbsdjobs.com](http://gbsdjobs.com)**

#### **DIRECTOR OF TEACHING AND LEARNING**

**POSITION SUMMARY:** The purpose of the Director of Teaching and Learning position is to plan, organize, and direct the overall functioning and management of curriculum for students; collaborate and provide support to principals and licensed staff in meeting identified goals of the District; serve as liaison between the District and community; and supervise and evaluate the performance of assigned personnel.

#### **MINIMUM QUALIFICATIONS**

##### **Education, Training, Experience, Licensure, and Certifications**

- Experience Required: Prior job related experience with increasing levels of responsibilities in school setting
- Previous experience as a building principal
- Skills, Knowledge and/or Abilities Required:
  - Skills to manage personnel and programs, communicate effectively and problem solve
  - Communicating effectively in English, both verbally and in writing (e.g. correct spelling, grammar and punctuation)
  - Knowledge of curriculum, education code, and district policies
  - Ability to provide direction to others and make independent judgments
  - Ability to recall and maintain records and meet deadlines
  - Ability to communicate with individuals of varied cultural and educational backgrounds
- Licenses, Certifications, Bonding, and/or Testing Required:
  - TSPC Administrator Licensure
  - Current First Aid/CPR Card

#### **MAJOR RESPONSIBILITIES AND DUTIES**

- Plan, organize, control and direct a variety of programs, projects, and activities related to the overall functioning and management of the District's curriculum goals; collaborate and provide direction and support to principals, school offices, other departments, and staff in meeting identified goals of the District
- Develop and maintain standards for all subject areas
- Serve as a facilitator among teachers and administration in the development and maintenance of standards

- Collaborate and dialogue with others in the design and coordination of training to support the curriculum program
- Serve as liaison between the District and community; represent the District at various meetings and community-related functions, and on District-wide committees and task forces
- Provide technical expertise and staff development regarding assigned functions; compile information, formulate and develop policies, procedures, needs, and objectives
- Develop and carry out long and short-term plans, programs and activities to support the implementation of the district curriculum and instructional programs
- Direct preparation and maintenance of a variety of narrative and statistical reports, records, and files
- Attend or chair a variety of meetings; represent the District in collaborative/partnerships/task forces with the City, County, human services agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent
- Communicate and collaborate with other District personnel and departments to coordinate activities and programs, resolve issues and conflicts, and exchange information; conduct meetings
- Develop and prepare the annual budget for assigned content areas; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines
- Perform related duties as assigned by Superintendent or designee
- Visit school sites and classrooms on a regular basis

#### **WORKPLACE EXPECTATIONS**

- Maintaining regular and punctual attendance and in case of an absence district protocol for reporting absences is followed
- Maintaining appropriate confidentiality regarding information relating to students, staff, and district operations
- Dress in a professional and appropriate manner for the assignment and the work setting
- Exercising prudent judgment
- Work independently in the performance of routine duties
- Follow all District policies and work procedures
- Utilize the District's electronic systems and applications only for purposes related to the position
- Participate in required meetings and trainings related to the position
- If employee is bilingual, interpretation, translating documents, and/or communicating orally in the second language may be required
- Cultivate and model a respectful working and learning environment

#### **PHYSICAL REQUIREMENTS:**

- Ability to:
  - Sit, stand or walk for prolonged periods of time
  - Talk and hear conversations in a potentially noisy environment
  - Use precise control of fingers and hand movement, often in a repetitive motion such as keyboarding
  - Reach for and handle objects
  - Use close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Regularly focus on a computer screen
- Bending, stooping, kneeling and lifting and/or moving up to 40 pounds may also be required on occasion

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

***Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of***

**education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.**

*Shift Type*

**Full-Time**

*Salary Range*

**\$113,179.00 - \$124,959.00 / Per Year**

*Location*

**District Office**

**Applications Accepted**

*Start Date*

**10/09/2019**