

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Director, Teaching and Learning Support	<b>REPORTS TO:</b>	Executive Director, Leadership and Learning
<b>DEPARTMENT:</b>	Teaching and Learning	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	034 AASD
<b>ISSUED:</b>	April 29, 2014		

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**BASIC FUNCTION:**

Plan, direct, organize, control and support all schools and principals in quality instruction; plan, organize, and administer literacy program activities for the District; provide leadership, direction and supervision to assigned instructional support programs and staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

***E* = Essential Functions**

Provide leadership, support and accountability in the development, implementation and coordination of the district's K-12 instructional program aligned with common core curriculum standards. ***E***

Provide leadership and supervision for the day-to-day operations of assigned departments (Language Arts, Mathematics, Social Sciences, Science, Instructional Resources and Materials); supervise staff of assigned programs. ***E***

Plan, organize, and direct the development of and support for literacy curriculum in grades K-6. ***E***

Participate in the development, review, and/or approval of literacy materials; oversee and coordinate creation and revision of various assessments; collaborate with other departments and site administrators to provide assistance and feedback on literacy instruction. ***E***

Work with the Assessment Services staff to analyze student achievement, program design and implementation, and effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies. ***E***

Assist the Executive Director, Leadership and Learning, with special studies, projects, and investigations. ***E***

Develop, organize, and implement policies, long-and short-range plans, and provide accountability for financial/resource strategies to support the district's instructional program. ***E***

Coordinate partnerships between the community and the district as they relate to curricular and instructional areas. *E*

Supervise the process pursuant to the selection of textbooks and instructional materials for the district in accordance with established district procedures. *E*

Provide oversight of teacher professional development and ensure that staff development is evaluated for effectiveness and resources are utilized appropriately. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files. *E*

Provide direction for program and fiscal planning, curriculum development, professional development, special programs, budgeting, staffing, implementation, monitoring, and evaluation of assigned programs. *E*

Develop, allocate, and monitor budgets for assigned programs, facilities, equipment, and inventories to ensure fiscal responsibility. *E*

Establish, direct, and participate on committees for program planning, implementation, and monitoring. *E*

Plan and recommend programs, objectives, and procedures for the division. *E*

Present and explain curriculum changes to the Board of Education, administration, staff, and the general public. *E*

Supervise and evaluate the performance of assigned staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of education, training and experience equivalent to a master’s degree in education or related field and seven years of leadership experience in education administration, with an emphasis on literacy programs.

**LICENSES AND REQUIREMENTS:**

Valid Administrative Services Credential.  
Valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational development policies and practices.  
Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.  
District curriculum, assessment, and instructional specifications.  
Common Core Curriculum Standards.  
State-of-the-art theories, techniques, and methodologies of instruction.  
District organization, operations, policies, procedures and objectives.  
Current literature, trends, and development in the field of curriculum, assessment, instruction, and staff development.

Oral and written communication skills.  
Second language learner curriculum and instruction.  
Special programs including curriculum, mentor and special education programs.  
Technical aspects of field of specialty.  
Budget preparation and control.  
Principles and practices of administration, supervision, and training.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Demonstrate effective teaching by aligning instruction to curriculum, using diagnostic formative assessments of the learning objectives, and using a mastery learning approach.  
Coach and mentor staff using a reflective approach for dialogue to reach collaborative learning.  
Plan, organize, and administer literacy program activities for the District.  
Establish and maintain effective working relationships with others using tact, patience, and courtesy.  
Demonstrate a service support mentality and work collaboratively with other administrative leaders in carrying out the work of the district.  
Analyze problems, make decisions, and be responsible for those decisions.  
Problem-solve using extensive data when available to determine solutions.  
Plan, organize, and administer assigned program.  
Select, train and evaluate the performance of assigned staff.  
Review existing and pending legislation related to procedural guidelines and recommend origination, modification, or support of legislative measures.  
Read, interpret, apply and explain rules, regulations, policies, and procedures.  
Operate a computer and assigned software.  
Meet schedules and time lines.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1161

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