*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

**Position:** Teaching and Learning Director



**Reports to:** Superintendent

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Manages, coordinates, and oversees the curriculum, instruction, intervention, professional development, gifted education, technology integration and federal programs of the district

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Provide assistance in the philosophy and objective for instructional program
* Provide curriculum, instruction and assessment leadership
* Design, facilitate and revise courses of study
* Provide on-going evaluation of curriculum implementation
* Manage the selection, adoption, and use of textbooks, teaching aids and other learning materials for continued and improved instruction
* Manage the reporting standards of student progress to parents through report cards, letters, conferences and other pathways
* Serve as district representative with community, state, and national professional organizations inclusive of the Connecticut State Department of Education
* Represent the district with tact and diplomacy
* Stay abreast of current educational trends, literature, and best practices
* Maintain adherence to all federal, state, and local educational laws mandating curriculum, testing and student achievement and certify that the district remains compliant
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all suspected cases of child abuse to appropriate school personnel and proper government authority
* Attend all meetings and in-services as required
* Design, coordinate and facilitate professional learning experiences for all certified/licensed employees
* Serve as an educational consultant to principals
* Manage the incorporation of technology into student learning
* Oversee student assessment and analyze results for instructional improvement strategies
* Provide meaningful input into evaluation guidelines for educators
* Interact in a positive manner with staff, students, and parents

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Respond to routine questions and requests in an appropriate and timely manner
* Establish and maintain cooperative professional relationships
* Maintain a level of approachability by administration and staff
* Represent the district in meetings with other school systems, institutions, agencies, community organizations and the general public as directed by the Assistant Superintendent

**Qualifications/Certificates:**

* Connecticut Department of Education Intermediate Administrator
* Master’s Degree in Curriculum Development, Curriculum and Instruction, or other related discipline
* 5 years’ successful administrative experience
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Organizational and problem solving skills
* Serve as a role model for students
* Respond to routine questions and requests in an appropriate manner
* Establish and maintain cooperative professional relationships
* Delegate work when appropriate and supervise same
* Interact with the public in an official capacity when required
* Maintain communication with the Assistant Superintendent on matters of curriculum and instruction, professional development and other essential duties
* Perform other duties as assigned by the Assistant Superintendent
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel, both daily and overnight
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner

**Required Testing Continuing Educ./Training Clearances**

None Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date