

TITLE: DIRECTOR OF INSTRUCTION AND PROFESSIONAL LEARNING

QUALIFICATIONS:

1. Minimum of a Master's degree or higher in Educational Leadership/Education Administration
2. Minimum of three years successful classroom teaching experience and administrator experience
3. Experience with leading and coordinating professional learning

JOB GOAL: To provide leadership and coordination of planning, implementation, and assessment of all aspects of professional learning and instruction for the Florence City Schools System as well as provide expertise and support for the instructional program.

REPORTS TO: Assistant Superintendent of Curriculum and Instruction

PERFORMANCE RESPONSIBILITIES:

1. Supports continual district improvement and development through the implementation of quality professional learning opportunities for teachers, administrators, instructional partners, and staff.
2. Collaborates with district administrators to implement and coordinate the new teacher mentoring program.
3. Coordinates with school and district administrators to effectively support teacher improvement in instruction in the classroom.
4. Supports the implementation of standards-based instruction in all classrooms through development and implementation of effective professional learning opportunities.
5. Monitors professional learning activities to ensure performance outcomes are achieved and are aligned to the district strategic plan.
6. Monitors the latest trends in professional learning to keep the district knowledgeable of best practices in the area of professional learning research.
7. Collaborate with teachers, administrators, and staff to determine professional learning needs.
8. Participating in coaching cycles with instructional partners to promote effective instructional strategies.
9. Participating in coaching cycles with school administrators and instructional partners to promote effective instructional principal/partner partnership in schools.
10. Displays effective interpersonal skills, and maintains collegial relationships with teachers, administrators, and instructional partners in order to most impact instructional practices.
11. Assist in the development and implementation of summer professional learning opportunities.
12. Communicating and collaborating with direct supervisor and the Director of Technology to determine technology applications needed to enhance classroom instruction.

13. Willingness to participate in professional development opportunities to increase competencies in professional learning, instruction, coaching cycles, curriculum, technology integration, etc., to effectively fulfill duties.
14. Represent the school system in a positive and professional manner.
15. Prepare and oversee the preparation of all reports and maintain appropriate records for areas of responsibility.
16. Assist in implementing the system's strategic plan.
17. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate actions.
18. Coordinates the Response to Intervention process and the PST team for secondary schools in the District.
19. Provide ongoing coaching and support to classroom teachers and schools.
20. Serve as an expert in the assigned core content areas. This includes providing guidance on pacing guides, standards alignment, and assessment data of various types and levels.
21. Provide resource materials to teachers that support high-quality curriculum alignment and implementation.
22. Willingness to complete other duties as assigned.

CONTRACT: Twelve-month year; Director's Salary Schedule

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools

Approved: 5-9-17