

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

DIRECTOR OF TEACHING, LEARNING AND INNOVATION

DEFINITION

Under the direction of Associate Superintendent of Educational Services, the Director of Teaching, Learning and Innovation supports the educational programs of the district by leading, directing, planning, developing, evaluating, and coordinating curriculum, evidence of student learning, educational technology, and instruction in support of teaching and student learning. In addition, providing support to site administrators and staff in curriculum, evaluation of student learning, and instructional initiatives, for grades 7-12.

Example of Duties:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

- Provides leadership in the ongoing development and implementation of educational curriculum and instruction;
- Conducts, and supervises committees, leadership teams, and other groups to support and implement curriculum and instruction to support student learning;
- Provides leadership in the continued development of learning objectives;
- Provides leadership in ongoing professional development for teaching and learning, curriculum and instruction, and educational technology;
- Monitors and supports master schedule development;
- Oversees textbook and instructional materials inventory and orders. Facilitates district-wide adoptions of textbooks and ancillary materials;
- Supports the implementation of learning management platform and educational technology tools to support teaching and learning, including the development of professional development, and teaching and learning technology best practices for students and staff;
- Directs, develops, and monitors all budgets for curriculum and instruction, including federal budgets;
- Monitors and supports related teaching and learning programs including Independent Study Physical Education, PE Credit for Athletics for district high schools, and Dual Language Instruction;
- Supervise, directs, and evaluates district summer school offerings;
- Assist in the development, implementation, interpretation, and administration of policies, rules, and regulations;
- Control and authorize expenditures per established limitations;
- Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel
- Attend professional learning and conference opportunities regarding District business and other topics relevant to this position and other professional meetings;
- Acts as the SDUHSD liaison to feeder elementary districts, providing support and leadership focused on positive student transitions to SDUHSD;
- Serves as the resource for current research and trends related to curriculum and instruction, in alignment with the San Diego County Office of Education (SDCOE);
- Provides leadership and support towards the successful implementation and management of Independent Study Online Learning (ISOL) and future program expansion;
- Provides support to site administrators for the successful implementation of district initiatives and goals;
- Supervises, and evaluates the performance of assigned certificated and classified staff.

OTHER FUNCTIONS

Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

QUALIFICATIONS:

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and

strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team-building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; Common Core State Standards, CA ELA/ELD Framework, Multi-tiered Systems of Support (MTSS), comprehensive assessment systems, data-based decision making, and evidence-based literacy strategies, including intervention and extension strategies; research-based practices and policies pertaining to special populations including Gifted and Talented, students with disabilities, and English Learners; State and Federal Framework in all subject taught and District curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students.

Ability to: Direct, manage, plan and implement a comprehensive curriculum, instruction and assessment system for all students; demonstrate effective, organizational and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school-related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; serve as a resource to instructional school sites, and management; assist school staff in improving the academic progress of the school site; comply with the District's customer service standards, as outline in Board Policy.

Working Environment: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Education: Appropriate education, including postgraduate programs with an emphasis in curriculum and/or administration;

Experience: A minimum of five years of successful teaching or supervisory experience in a setting requiring a valid California teaching or administrative services credential. A minimum of three years of successful experience as an administrator, preferably in either a middle school or a high school setting and/or district level administrator.

Certification Requirement: Valid California Teaching Credential (required);
Valid California Administrative services credential (required);
Valid California Driver's License.

Board Approved: 06/17/2021