

<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Executive Director of Teaching, Learning and Leading	Office of Teaching and Learning	Deputy Superintendent

<b>Position No:</b> 72004	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD09	<b>Date Approved:</b> 5/31/22
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. Certificate in Administration and Supervision or Educational Leadership.</li> <li>2. Minimum of five (5) years of experience in education.</li> <li>3. Three (3) years as a principal or district administrator in related area.</li> <li>4. School Principal Certification preferred.</li> <li>5. Ability to perform the functions of the position.</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. Coordinates with district staff, school leaders and teachers regarding curriculum, instruction, all elements of school improvement, and professional development for teachers and staff.</li> <li>2. Collaborates with building and district administrators to assess program effectiveness and develop appropriate improvement objectives and corrective action plans.</li> <li>3. Develops collaboration and cross-departmental teams to improve services and develop the capacity of schools for continuous improvement.</li> <li>4. Directly supervises and evaluates leaders of all departments in this division including, but not limited to, Curriculum, Talent Development, and Strategic Planning.</li> <li>5. Responsible for the design, delivery, implementation, and ongoing improvement of all professional development services including the development of school and instructional leaders and teacher content knowledge in compliance with State and local regulations.</li> <li>6. Collaborates with instructional leaders to ensure that curriculum and instruction initiatives are student- focused and aligned with state standards and district mission and goals.</li> <li>7. Oversees state mandated programs including but not limited to Principal Certification and the Leadership Development Program(s), new teacher support, required instruction and others.</li> <li>8. Assists with long-range strategic planning; assists with developing system-wide budgets, plans, policies and activities; performs various duties as assigned by the Deputy Superintendent.</li> <li>9. Interacts with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.</li> <li>10. Works with the Chief of Schools and other district level personnel in the screening and selection of assistant principals and principals.</li> <li>11. Extends the knowledge of related research, best practices, and available resources to support program design and improvement of the Florida School Leader Assessment (FSLA) and the District Leadership Assessment (DLA) and Florida Educator Accomplished Practices (FEAPs)</li> <li>12. Assists school-based personnel in implementing instructional programs, monitoring curriculum; approves instructional materials and ensures compliance with related statutes.</li> <li>13. Establishes goals and objectives for the Office of Teaching and Learning Departments in compliance with Federal and State regulations and School Board Policies.</li> <li>14. Develops and implements Master Inservice Plan consistent with State Board Regulations.</li> <li>15. Serves as liaison between the system and collaborating colleges, universities, State Department of Education, and appropriate professional organizations concerning issues relative to Human Resource Development.</li> </ol>

16. Prepares and administers program budget; Collaborates with the Executive Director of Federal Programs in the oversight of Title II.
17. Regularly shares best practices with school and district leaders.
18. Prepares such reports, plans, and/or documents as may be requested or required.
19. Performs any other duties as assigned by the supervisor.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.