

DIRECTOR OF TEACHING AND LEARNING



Department:	Teaching and Learning
Reports To:	Executive Director
Group/FLSA Status:	Administrator/ Exempt
Revised:	5/01/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Director of Teaching and Learning is a member of the Executive Leadership Team and collaborates on issues related to the overall leadership and operation of the agency. In addition, the Director of Teaching and Learning is responsible for the oversight and leadership, direction and day-to-day management to all non-special education programs/services; including, the development and implementation of new education/programs/services. The Director works in collaboration with the Director of Special Education and the Director of Educational Learning Centers and advises the Executive Director on the overall direction of education services for the agency.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Develops strategic plan and directs fiscal and hiring operations for the division of educational services;
- Collaborates with Director of Special Education and Director of Educational Learning Centers in the overall direction of education services for the agency;
- Advises the Executive Director on legislative issues related to education; the impact legislative initiatives have on education programs/services; and how to influence federal, state and local education policies;
- Establishes and maintains customer service within the Division of Teaching and Learning and across the agency;
- Provides administrative leadership and management oversight to all of Teaching and Learning;
- In collaboration with Director of Human Resources, plans, implements, and supervises staff development for employees under direct/in-direct supervision;
- Directs fiscal and hiring operations for the division of Teaching and Learning; and administers contracts and billing processes;
- Plans, develops, implements and administers programs to meet needs including new programs and services;
- Provides leadership and direction on agency work teams as needed;
- Collaborates with Minnesota Department of Education staff, and others on local, regional and state initiatives;
- Conducts meetings and participates in local, regional and state meetings as necessary;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Director, Teaching and Learning;
- Comprehensive knowledge of curriculum and instruction, education laws, rules, regulations, and procedures;
- Thorough knowledge of leadership and management principles;
- Ability to hire and supervise staff effectively;
- Ability to demonstrate confidentiality and function under very stressful situations;
- Ability to deal with and resolve difficult problems;
- Ability to interpret and apply guidelines, policies, and procedures consistently;
- Ability to process and use complicated data;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to present to small groups and large groups;
- Ability to write reports and correspondence;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Master's degree and extensive experience in a job-related field OR equivalent combination of education, training, and experience in a job-related field that enables performance in all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Licensure as Teacher from Department of Education required;
- Minnesota Licensure as Administrator from Department of Education preferred;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under general direction of the Executive Director;
- Responsible for supervision of Teaching and Learning staff, consisting of a medium group of employees.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.