

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Director Of Teaching & Learning

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide executive-level leadership in the development, implementation and supervision of curriculum, instruction, teaching and learning, and student services for Monroe County Schools. The position is responsible for supervising professional, management and support staff; overseeing through subordinate directors the Curriculum/Instruction, Student Services, Exceptional Student Education, Federal programs and grants departments, as well as the Drop-Out Prevention, Safe Schools, and other programs; and performing related work as required. The position participates in the formulation of long range goals for the organization; develops and policy and position papers in areas of responsibility.

Primary Duties:

This list represents the essential tasks performed by the position.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Oversees District-wide planning, organization, control and direction of curriculum, instruction and student services as assigned.

In the event the Superintendent of Schools is unable to serve or fulfill his/her duties and responsibilities, shall serve as the designated Superintendent of Schools until such time as the School Board names a successor.

Oversees, coordinates and implements the District's Pre-K programs such as Headstart and Pre-K Exceptional Student Education.

Directs the District's school choice program and federal NCLB school choice program.

Serves as a member of the District's Executive Leadership Team with high levels of accountability and decision-making responsibilities.

Ensures District compliance in areas of responsibility with all applicable policies, procedures, laws and regulations.

Supervises duties of assigned managerial, professional, supervisory and support staff, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Coordinates, monitors and evaluates staff professional and technical development programs as assigned.

Directs the development, implementation and coordination of staff development activities related to improving the quality of teacher and paraprofessional performance.

Collaborates with the management team and others in planning and implementing strategic plans for the future of the District.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Director Of Teaching & Learning

Oversees the preparation and administration of annual budgets in assigned areas of responsibility, ensuring the most effective and efficient use of District, private and public funds.

Assist the Director of Finance and Performance with the responses of all District audits.

Researches, compiles and presents administrative, financial and statistical data related to the assigned areas of responsibility.

Prepares and responds to agenda items, and attends meetings of the School Board, executive staff, individual District departments and others; attends community meetings to discuss issues of concern or interest to the general public or specific constituency groups; represents the District to the public and news media as appropriate.

Receives and responds to inquiries, concerns and complaints regarding the more sensitive or difficult issues.

Attends training, seminars and conferences, and conducts research to stay abreast of legislation and trends in public school administration and management.

Provides professional leadership in the development, implementation and oversight of the District's policies and programs for all students.

Develops policies and procedures in consultation with the Superintendent to ensure efficient and economical District operations; evaluates results to ensure compliance and to identify deficiencies.

Keeps abreast of education-related legal and legislative requirements and proposed changes and their potential affect on District operations; provides advice to the Superintendent regarding District response and compliance.

Develops and implements ESE program policies and procedures; establishes and monitors progress toward program goals and objectives.

Researches and develops the necessary applications and proposals to obtain grants for program and project funding.

Ensures appropriate programs, services and transportation are available for all students.

Ensures program compliance with state and federal regulations pertaining to students with disabilities under the Individuals with Disabilities Education Act (IDEA) and other legislation.

Provides leadership to support services for students with disabilities, such as multi-district agreements, interagency agreements, occupational/physical therapy, psychological evaluations, and independent medical evaluations for diagnostic purposes, private school placement and/or educational agreements with private programs or facilities.

Coordinates various types of screening programs related to student health and/or students with disabilities required by the District or the State Department of Education.

Evaluates department programs and services and makes adjustments as necessary to maximize

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Director Of Teaching & Learning

program effectiveness.

Assists the District's ESE program and related policies to the general public.

Coordinates the placement of ESE students in homebound and/or hospital programs as necessary.

Maintains required data on ESE students and submits reports to the District Superintendent, State Department of Education and/or other appropriate persons or agencies as required.

Conducts comprehensive professional evaluations of direct report staff, including all principals and make recommendations on compensation to the Superintendent and the Board.

Conducts himself/herself in accordance with the Monroe County School District's Mission Statement and the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida promulgated by the Florida Education Standards Commission.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the development and administration of organization-wide programs and policies that impact the operations of two or more major departments or three or more minor departments.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Director Of Teaching & Learning

Uses advanced calculus working with limits, continuity, real number systems, or mean value theorems; modern algebra, including advanced operational methods; or statistical inference and econometrics.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; where loss of life and/or damage is highly likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Develops and implements long range plans and programs to support the goals and objectives of the organization.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a master’s degree in education leadership, curriculum and instruction, or related field.

Doctorate degree in same preferred.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Executive Director Of Teaching & Learning

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires over ten years of related experience, with a minimum of 5 years experience as a principal at both the elementary and secondary levels.

*A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

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Reports To:

Superintendent

Supervises:

Department Heads, Supervisors, Program Coordinators/Specialists

PAY GRADE: From: D141A1 To: D141O3

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016