



## Columbia County School District Job Description

<b>Position Title:</b> Director of Student Learning – Middle School and Gifted		
<b>Department:</b> Student Learning	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Associate Superintendent in accordance with Policy GBI-Evaluation of Personnel.	
<b>Pay Grade:</b> <u>Administrative Salary Schedule</u> based on certificate level and years of acceptable experience, Grade I	<b>Pay Type:</b> Salaried-Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 days per year, 8 hours per day		
<b>Reports to:</b> Associate Superintendent		

### MINIMUM QUALIFICATIONS

**Education:** Education Specialist (Ed.S.) degree or higher in Administration and Supervision or Educational Leadership Hold L6 or higher Georgia leadership certificate in Educational Leadership.

**Essential Knowledge/Skills:** Extensive knowledge of developmentally appropriate practices for early adolescent students, best practices for middle school teaching and learning, professional learning necessary to support teacher development, leadership principles and practices that support effective middle schools, STEM implementation and support framework, gifted student identification and instructional practices, extensive knowledge of Board of Education policies, procedures, rules and practices at the state and local levels. Ability to develop and administer the budget process, grants, and major projects or programs.

**Experience:** Minimum of five years successful middle school teaching experience. Experience as middle school administrator with the ability to deliver high quality professional learning highly preferred.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Coordinates the planning, development, implementation, and evaluation of the middle school instructional program including all academic/ exploratory/ guidance/ enrichment/ remedial courses and programs of assigned schools.
- Provides instructional support and assistance to assigned schools through classroom observations and regular meetings with administrators and teachers.
- Acts as a director for gifted services and supervises Gifted Facilitator for the Gifted Program.
- Supports and leads STEM implementation initiatives at the district and school level.
- Supervises middle school instructional specialists and maximizes their use at the respective schools to improve student achievement.
- Assists with the development of sections of the budget that pertain to curriculum and instruction.
- Develops plan for prioritizing the curriculum and continuously validating the implementation of standards-based instruction and learning.
- Coordinates the suggested mapping of the curriculum with input from classroom teachers.
- Monitors and collaborates with each school's administration and staff to schedule sufficient instructional time and to appropriately group students for effective instruction.
- Monitors and collaborates with each school's administration and staff to ensure the use of disaggregated student data to determine learning priorities, monitor progress, and help sustain continuous improvement.
- Assists schools with the data-driven development and implementation of the school improvement plan and assists in

the evaluation of its effectiveness.

- In consultation with the principal, assists beginning teachers or others experiencing difficulty.
- Works collaboratively with the principal, psychological services, and special services to support individual student needs.
- Provides leadership in the planning, development and coordination of rigorous Career/Technical Education standards, curriculum and programming at the middle school level.
- Promotes effective working relationships between community agencies, organizations, and institutions that may provide resources for the middle school instructional program.
- Works with the Director of Digital Learning to identify instructional technology needs.
- Organizes teachers/schools into learning communities whose improvement goals are aligned with those of the school and district.
- Provides educators with knowledge and skills to collaborate to include facilitating protocols for examining student work, teacher work, solving problems, setting goals, observing peers and building teams.
- Maintains effective communication with the Associate Superintendent of Student Learning relative to instructional matters and program operations.
- Completes other responsibilities as assigned by the Associate Superintendent of Learning.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** May 2017