



Columbia County School District Job Description

Position Title: Director of 9-12 Student Learning		
Department: Student Learning	Evaluation Instrument: Performance will be evaluated annually by the Assistant Superintendent of Student Learning in accordance with Policy GBI-Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule based on certificate level and years of acceptable experience, Grade I	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 days per year, 8 hours per day		
Reports to: Assistant Superintendent of Student Learning		

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 child development and growth, curriculum and instruction, curriculum development, evaluation, change process, staff development design and delivery model, and leadership principles and 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 three years successful high school teaching experience and in curriculum development and Implementation. Experience as high school administrator with the ability to deliver high quality professional learning 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

JOB FUNCTION: This administrative supervisory position is responsible for directing and overseeing all aspects of curricular and instructional procedures and processes, excluding vocational areas, at the high school level. This position is also responsible for providing system leadership in DataPoint input, output, analysis and organization of all system and school data.

- Coordinates the planning, development, implementation, and evaluation of the instructional program including all academic courses and programs of assigned schools.
- Provides instructional support and assistance to assigned schools through classroom observations, regular meetings with administrators and teachers, and resource acquisition and management.
- Assists with the development and implementation of sections of the budget that pertain to curriculum and instruction.
- Assists as needed with the Senior Project.
- Provides leadership in the GPS rollout.
- Monitors and collaborates with each school’s administration to schedule sufficient instructional time to meet the needs of all students.
- Monitors and collaborates with each school’s administration the appropriate grouping of students for effective instruction. Monitors and collaborates with each school’s administration to ensure that all staff are using

appropriate data to plan for instructional improvement.

- Assists schools with the data driven development and implementation of the school improvement plan and assists in the evaluation of its effectiveness.
- Assists, in consultation with the principal, beginning teachers or others experiencing difficulty.
- Works collaboratively with the principal, psychological services, and special services to support individual student needs.
- Promotes effective working relationships between community agencies, organizations, and institutions that may provide resources for the instructional program.
- Works with the high schools to identify quality staff development (research based for effectiveness) to support school/system improvement.
- Maintains effective communication with the Deputy Superintendent relative to instructional matters and program operations.
- Coordinates Governor's Honors/Scholarship Program.
- Chair Sex Education Review Committee.
- Completes other responsibilities as assigned by the Associate Superintendent.

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: February 2009