TITLE: Director for Teaching and Learning

GENERAL RESPONSIBILITY: To assist in providing leadership for the effective and efficient operation of the instructional programs of the West Virginia Schools for the Deaf and the Blind. Establish, coordinate and implement a district wide curriculum which meets all state policies, rules and regulations and the individual needs of students. Direct building level administrators, teachers, and staff in the implementation of the school’s curriculum and provide necessary supports to these individuals in terms of providing instructional services. Review WVEIS data to ensure accuracy of entries; analyze student achievement data to improve instructional programming; coordinate the schools’ professional development activities; and researches, writes, coordinates and oversees grants relevant to the instructional programs of the school system. Serves as County Test Coordinator.

RELATIONSHIP: Responsible to the Superintendent

GENERAL QUALIFICATIONS: Must have Master’s Degree in education (doctorate preferred) or related field. Must have or be eligible for a West Virginia Professional Administrative Certificate with Supervisor of General Instruction endorsement; with demonstrated successful leadership in working with students, staff, parents, and the general public. Three or more years of experience in curriculum and instruction development and implementation with direct experience assisting teachers and administrators in curriculum implementation required. Must have the ability to read, analyze, and interpret academic standards and assessment data, define problems, collect data, establish facts, and draw valid conclusions. American Sign Language proficiency SLPI rating of Intermediate level required within two years of hire date as outlined in the WVSDB Communication Policy. Preference given to individuals with experience working with students who are deaf or hard of hearing or visually impaired.

HOURS OF WORK: Full-time, exempt position. Monday through Friday, 8:00 am to 4:00 pm with other hours as necessary.

FUNCTIONS AND DUTIES:
1. Follow applicable school and departmental policies and procedures as well as State regulations and State Board of Education policies.
2. Demonstrate high levels of performance through such activities as:
   a. Making good work judgments.
   b. Planning and organizing work thoroughly and efficiently.
   c. Maintaining high quality of work
   d. Accepting responsibility
   e. Following instructions
   f. Functioning efficiently under stress
   g. Proper operation and care of equipment
   h. Coordinating work with others
   i. Maintaining constant communication with the Superintendent
   j. Coordinating with the Superintendent on planning and implementation of campus-wide activities
3. Demonstrate positive work habits by such activities as:
   a. Observing work habits
   b. Maintaining good attendance
   c. Compliance with rules
   d. Meeting schedules
   e. Accepting changes
   f. Maintaining work area in a neat manner
   g. Taking initiative
   h. Maintaining positive attitude
4. Coordinate and/or direct professional development for staff and maintain appropriate records as required.
5. Develop and update school policies as requested.
6. Keep records and submit reports (written and oral) as requested. Records shall be maintained in accordance with regulations and policies governing confidentiality.
7. Attend departmental and general staff meetings as requested.

**SALARY:**

Dependent on salary classification and years of experience.
Professional scale. 261 day contract plus supplement.
GENERAL CLASSIFICATION: Administrative – Director level

SPECIFIC POSITION: Director for Teaching and Learning

Examples of specific duties and responsibilities:
1. Collaborate with the Superintendent, Principals, and Director of Special Education on curriculum alignment in order to meet all rules, regulations, and requirements set forth by the West Virginia Department of Education and the West Virginia State Board of Education.
   • Collaborate with the Director of Special Education to review WVDE policies and administrative procedures related to curriculum and instruction in order to ensure compliance at the school level with current policies and procedures. Report any irregularities to the Superintendent.
   • Coordinate and direct the development of the school’s curriculum and instruction policies.
   • In collaboration with principals and teaching staff, develops a program of studies which show all course offerings of the school and their alignment with the state’s curriculum and requirements for grade promotion and high school graduation
   • In collaboration with principals and teaching staff, develop and implement curriculum guides based on the state Next Generation Standards, Extended Standards, and Early Learning Standards.
   • Analyze students’ educational data, including standardized tests, and make recommendations to the Superintendent on ways to improve student learning and educational programming based on the analysis of data.
   • Reports regularly to the Superintendent and provides him/her with oral reports and/or written summaries regarding the status of curriculum and instruction campus-wide.
   • Provide oversight of special projects as they relate to curricula and instruction.
   • As requested by the Superintendent, research best practices in educational programming and make recommendations to apply those practices within the schools.

2. Act as County Test Coordinator.

3. Coordinate and direct all AdvancED, OEPA and CEASD accreditation efforts including preparing for visits and monitoring progress towards meeting all recommended actions.

4. Monitor implementation, progress, and completion of WVSD annual Strategic Goals and Activities.

5. Chair the textbook adoption committee and coordinate the adoption of instructional materials, e.g., text and supplementary materials for the schools, including working with State Department of Education staff and instructional material vendors.
   • When necessary, coordinate the completion of waivers for instructional materials with WVDE including all follow-up of required data and information.
   • Make recommendations to the Superintendent regarding curriculum materials and activities.

6. Coordinate campus-wide professional development activities, including the preparation of a written schedule, collaboration with the Staff Development Council, administrators, and staff, surveys of professional development needs, and development and implementation of a mechanism for evaluating professional development sessions.

7. Seek grants and other sources of funding to improve the quality of learning, start new programs and provide additional educational opportunities in the school system. Grant activities include, but are not limited to:
   • Search for appropriate sources of grants to support various activities of these schools.
   • Conduct research activities associated with grants.
   • Write and/or assist others to write grants to support various activities.
   • Assist with the implementation of various grants.
   • Evaluate or assist with the evaluation of grants.
   • Write or assist with writing summary reports and see that they are submitted in a timely manner.
   • Develop and update school policies with regard to the grant program.
   • Plan and provide necessary training for the implementation of the grant program.
   • Conduct needs assessments relative to planning for grant activities.
   • Do appropriate research and write reports associated with various programs offered by these schools.

8. Maintain good public relations with the community and utilize fully the community resources to enrich the learning programs.

9. Complete special projects as requested by the Superintendent.

10. Other duties as assigned.