

ASSOCIATE DIRECTOR OF LEARNING

JOB SUMMARY

To develop, coordinate, supervise, and evaluate instructional programs and staff for Lebanon Special School District.

QUALIFICATIONS

- Master's Degree
- Five years administrative experience
- Valid professional license with appropriate Administrator/Supervisor endorsement
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Director of Schools
- Oversee and provide administrative support and direction for the general instructional programs:
 - Elementary and Middle School Curriculum: Art, Computer Education, Drug Education, ESL, Guidance, Health, Kindergarten, Language Arts (including developmental Reading), Library Services, Mathematics, Music, Physical Education, Science, Social Studies, EXTEND
 - Auxiliary Programs and Projects: Tennessee Comprehensive System Wide Planning Process, School Improvement Planning Process, Grants, Extended Contract, Facilitate Program Planning for General Instruction, Accountability Program, Off-Campus Trip Requests, Preliminary Reports/200 day Accountability Report, Research and Evaluation, School Calendar, Staff Development, Summer School, Textbook Adoption, Federal Programs, 504 Regular Education
- Duties as related to departments and programs under the direction of Curriculum and Instruction:
 - Develop short and long range goals in collaboration with staff and community
 - Coordinate curriculum and instructional program with other departments
 - Oversee budget preparation and assist in budget administration
 - Research, compile, and prepare required reports
 - Develop, monitor, and evaluate existing programs with local, state, and federal guidelines and assist in program implementation and improvement
 - Develop administrative policies and procedures that affect curriculum and instruction as well as Lebanon Special School District in general
 - Evaluate subordinates and supervisory staff
 - Oversee the planning and implementation of staff development and professional growth activities (for instructional personnel and all teachers, principals, and their support staff)
- Participate in community and public relations activities, including presentations and public speaking engagements as assigned and/or appropriate
- Participate in professional activities at the local, state, and national levels
- Perform other duties as assigned by the Director of Schools