

1Sparta Area School District

Article 208 - Specifications for Director of Teaching and Learning

Selection and Status - The Director of Teaching and Learning shall be contracted by the Board of Education on a twelve month basis. The term of the contract shall be congruent to state statutes and the salary and benefits shall be negotiated.

The Director of Teaching and Learning shall be certified by the Wisconsin Department of Public Instruction for the position. Desired background to include successful experience in teaching, administration, and curriculum work. Special qualifications would include the ability to organize; knowledge of administration of public education especially in curriculum; the ability to provide leadership to administrators and teachers in curriculum and staff development; the ability to supervise the work of others and to make suggestions for improvement; and skills in oral and written communications.

The Director of Instructional Services is under the direct supervision of the Superintendent and shall have the following powers, duties, and responsibilities as listed and other such responsibilities and authority as delegated by the Superintendent.

The Director of Instructional Services shall:

1. Have responsibility for the organized, comprehensive planning of curriculum development within the district.
2. Facilitate staff development activities initiated by staff, administrators, and the district aligned to identified curricular and instructional priorities.
3. Plan and manage budgetary matters involving staff development, curriculum, instruction, and assessment.
4. Oversee the development and use of the district's school forest in coordination with the Building and Grounds Supervisor and Director of Business Services.
5. Plan and coordinate summer school programs of remediation and enrichment for students in cooperation with the summer school coordinator.
6. Oversee the purchase, supply and replacement of individual textbooks and of district textbook series. Maintain a current inventory of textbooks.
7. Supervise those individuals as assigned by the Superintendent including the Director of Teaching and Learning Secretary.
8. Assist in district compliance with local, state, and federal directives pertaining to curriculum, instructional improvement, remediation and enrichment programs, and staff development.

9. Serve as a liaison between administrators, staff, community, other school systems, CESA #4, state and federal agencies.
10. Oversee the budget and implementation of the Title I, Title II A, Title ~~II~~ III, Title IV, and Title V federal grants in collaboration with the Director of Pupil Services.
11. Serve as the District Assessment Coordinator.
12. Work in coordination with the district's grant writer and grant developer in developing and implementation of district grants.
13. Oversee district curriculum development and alignment, serve as a member of the district's Technology Review Committee, and other committees as assigned by the Superintendent.
14. To oversee the compliance with P.I. 34 and serve as a liaison to staff working to meet P.I. 34 compliance.
15. Promote a positive relationship between the school and community. This includes, but is not limited to, ensuring parent and community involvement in decision-making and school activities, promoting student and staff involvement in activities that benefit the community, and communicating student and staff achievements to the public.
16. Perform related assignments delegated by the Superintendent.

Legal Reference: Wisconsin Statutes Section 118.24
Section 121.02 (1)

Cross Reference: Article 163 – Administrative Evaluations and Contracts
Article 201 – Structure and Flow of Responsibility
Article 407 – Textbook and Instructional Materials Selection
Article 415 – Curriculum and Instruction Policy

Approved:

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