

JOB DESCRIPTION

Job Title: Learning Director (2309)

Job Summary:

Under the supervision of the site administrator and/or designee, assist the administrator in curriculum development, school site management, scheduling of students, supervision of instruction, teacher and staff evaluations and performance, and student support services. This position is also responsible for working with the administrator to achieve and maintain standards of excellence within all curricular areas and working cooperatively with school district personnel and outside agencies in providing those student

existing students and ensuring students are

emic or personal needs; facilitate the referral
n needed.

thers and other staff to ensure that they are using

g, and evaluating site personnel.

the purpose of aligning the curriculum to Tulare
standards.

arents, and the community.

e of a certificated staff member.

functions as requested by the administrator.

classroom activities.

I trainings, interview parties, gathers evidence
gation report that summarizes relevant

anagement, as needed.

ly orders.

y, well-maintained, and safe for students at all

ool pride, collective responsibility, and a culture

i.

supervision when necessary;

tions;

x and punctuation;

ration;

ncluding high-risk youth;

ams for grades 7-12;

- teaching and learning methodologies;
- implementation of California State Standards and TCOE benchmark Learning Standards.

Ability to:

- plan, organize, and direct instructional programs;
- analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations;
- understand, interpret and apply laws, rules, and regulations;
- collect, interpret and evaluate narrative and statistical data pertaining to administrative and fiscal management;
- supervise, train and evaluate staff;
- prepare and analyze reports, statements and correspondence;
- establish and maintain effective working relationships;
- communicate effectively, both verbally and in writing, with parents and other professionals;
- create and manage schedules, including master schedules and class schedules for students;
- develop and implement appropriate curriculum and instructional strategies;
- conduct professional development;
- counsel and advise students with special and/or immediate academic or personal needs.

Responsibilities include: working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations. This job is performed in a generally clean and healthy environment.

Experience Required:

- Three years of teaching, counseling, or related certificated experience.

Education Required:

- Bachelor's degree required;
- Master's Degree related field is preferred;
- Valid California Teaching or Pupil Personnel Services Credential;
- Valid California Administrative Services Credential.

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

April 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.