

MABANK ISD

Job Title: Director of Teaching and Learning

Exemption Status/Test: Exempt/Professional

Reports to: Superintendent

Date Revised: 05/07/2024

Dept./School: Curriculum and Instruction

Primary Purpose:

Provides direction to Campus Administration and staff to ensure the continuous development of instructional skills. Manage the implementation of best and most reliable teaching techniques; assist in providing in-service for staff in new, remedial or accelerated instructional procedures; evaluate student performance; assist in the development and implementation of District curriculum.

Qualifications:

Education/Certification:

Master's degree from accredited university
Valid Texas teaching certificate
Valid Texas administrator certification

Special Knowledge/Skills:

Knowledge of curriculum design and implementation
Ability to interpret data and evaluate instruction programs and teaching effectiveness
Ability to develop and deliver training to adult learners
Strong organizational, communication, and interpersonal skills

Experience:

Minimum of five (5) years teaching experience
Minimum of three (3) years of successful experience in school or district leadership positions required

Major Responsibilities and Duties:

Staff Development

1. Work collaboratively with staff to establish realistic and measurable objectives related to both the teachers' individual professional development and student learning.
2. Support the continuous professional growth and improvement of teacher instructional skills through coaching and collaborative problem solving.
3. Observe classroom instruction and provide feedback to teachers and administrators to facilitate improvement and innovation. Demonstrate teaching strategies with students in classroom.
4. Evaluate teacher effectiveness in accordance with established district programs.
5. Plan and provide appropriate staff development for teachers, administrators, and staff.

Instructional and Program Management

6. Manage district progress monitoring programs, make recommendations, and communicate with assessment platform companies.
7. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.
8. Oversee the development and delivery of bilingual and ESL education curriculum and instructional programs that incorporate district goals and support student achievement.
9. Oversee the district program for gifted and talented students. Collaborate with district staff and outside personnel to provide educational opportunities for gifted and talented students.
10. Disseminate information regarding current research and significant developments on the state and national levels in area assigned.

Other

11. Compile, maintain, and file all reports, records, and other documents required.
12. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
13. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work inside; frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____