

The Executive Director of Teaching and Learning functions as a part of the superintendency, overseeing the operation of the school district, by working with directors, coordinators, principals, and building staff to build vision, set priorities, and develop long and short-range strategic plans for achieving the goals of the district; and acts as a liaison with Governing Board and administration to provide advice to the governing board on a regular and ongoing basis; and provides policy recommendations and policy updates in their respective areas to the Superintendent and Governing Board.

The Executive Director of Teaching and Learning is a leader of leaders who has the following strengths and abilities: works in a supportive, collaborative role with staff in all departments and schools to support student success; interfaces with other departments to coordinate teaching and learning activities; ensures alignment of teaching and learning and professional development efforts; interprets federal, state, and local mandates for curriculum and assessment; and remains current on emerging research and trends in teaching and learning. The Executive Director handles confidential information discretely and professionally; uses discretion and exercises sound judgment; and has exceptional interpersonal skills to respond to and collaborate with internal stakeholders, external groups, and families.

Chain of Command

The Executive Director of Teaching and Learning reports to the Superintendent.

Competencies of the Executive Director of Teaching and Learning

The Executive Director of Teaching and Learning shall possess deep knowledge of systems thinking; local, state and federal curriculum and assessment requirements; current policy related to Arizona Academic Standards and instructional programs; and current research and trends in teaching and learning. Additionally, listed below are the leadership competencies required for this position:

- **Accountability** - Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication** - Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking** - Sees patterns and links among seemingly unrelated things.
- **Developing Others** - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation** - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs/processes.
- **Problem Solving** - Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience** - Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented** - Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership** - Assumes leadership of a group to rapidly address the need for change within an organization.
- **Vision** - Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

Essential Duties

- Ensure all students have access and are offered an academic program and assessments that prepare them for college and/or career success.
- Supervise and guide the work of directors, certified coordinators, and school-based content experts through the development and implementation of district-wide curriculum guides, assessments, and instructional programs.

Guide ongoing needs assessments, collect and analyze data, and use pertinent data for the continual evaluation and improvement of teaching and learning programs/systems inclusive of collecting and utilizing feedback from staff, families, students, and community members.

- Coordinate the administration of all state and local testing programs within the district, including the creation of an annual district-wide assessment system and calendar.
- Ensure that there is an appropriate and logical alignment between the District's academic program, curricula, assessment, support services, professional development and the district, state and federal accountability programs.
- Cofacilitate the development and implementation of short and long-range plans for Multi-Tiered Systems of Support in alignment with the district's strategic plan.
- Develop, monitor, supervise and manage all aspects of the annual and 5-year budgets for curriculum, assessment, and instructional programs.
- Work collaboratively with internal and external stakeholders to ensure horizontal and vertical alignment among academic programs.
- Develop a communication strategy to share information about curriculum, assessments, teaching and learning initiatives, and instructional programs with both internal and external stakeholders.
- Lead the selection, adoption and evaluation of district-wide curricula, resources/materials, assessments and programs to support teaching and learning.
- Lead, direct, and coordinate the District Curriculum Council.
- Provide guidance and support to schools for instructional minutes, courses, and scheduling.
- Cofacilitate collaboration and professional development opportunities for district executive directors, directors, certified coordinators, and school leaders.
- Supervise and evaluate district staff, as outlined in the District organizational chart.
- Review and recommend Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Attend Board meetings and other special meetings to serve as a resource and assist with presentations of information and/or recommendations.

- Serve as a lead and contributing member of the teaching and learning team and on assigned committees.
- Serve as a liaison and have active involvement with professionals at the local, state, regional, and national levels.

Minimum Qualifications

M.A.Ed. in Curriculum and Instruction and/or Education Leadership

Knowledge and experience in the development and evaluation of curriculum, assessment, and instructional programs

Preferred Qualifications

Principal Certification or other administrative certification

Ph.D. in Curriculum and Instruction, Education Leadership or related field

Experience and demonstrated success as a district leader

Experience and demonstrated success as a school principal or assistant principal

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