



Pickens County Board of Education Job Descriptions

Director of Teaching and Learning

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 months

REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

1. Hold a minimum of a five-year degree from an accredited college or university.
2. Hold a current Georgia Leadership Certificate (L5 or higher).
3. Successful experience in a school or central office leadership position.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Provides leadership in planning and implementing curriculum including special programs for new courses, staffing requirements, and curriculum impact in all areas of teaching and learning.
- Administers the development and implementation of instructional programs.
- Oversees professional development activities for the district's schools. Ensures staff development programs address the district's curriculum needs.
- Furthers the district's professional development needs through creating and sustaining professional learning communities.
- Participates in the selection of textbooks and provides guidance concerning textbook and other instructional material usage.
- Supervises the district's Learning Support Specialists (LSS).
- Serves as the district's testing coordinator.
- Reviews and evaluates results of district-wide assessment programs and makes recommendations for using the results for program improvement and driving instruction.

- Assists principals and teachers in understanding and promoting the educational objectives of the system.
- Participates in professional meetings, educational conferences, and staff development opportunities.
- Performs other duties as assigned.