

## Medford SD 549C Job Description

**Our Mission:** *ALL Own Their Present and Future, ALL Are Known and Challenged, ALL Achieve Their Potential, ALL Options are Open and Hopeful*

**Job Title:** Interim Senior Executive Director of Teaching and Learning  
**Supervisor:** Superintendent or Designee  
**FLSA Status:** Exempt  
**Days:** 260

**Summary:** The Senior Executive Director of Teaching and Learning is responsible and accountable for leading, managing, and supervising the educational programs and functions of the Medford School District. To fulfill the goals and mission of the programs of the Medford School District, this position functions to provide vision, leadership, and direction to all employees within the division. This position is directly responsible to the Superintendent or Designee.

### Essential Duties and Responsibilities

- Provide leadership district-wide for Pre K-12 instruction, curriculum, student support activities, and professional development initiatives and programs.
- Understand and utilize data collection and analysis for planning, including the use of technology systems.
- Provide programming and support for increasing student achievement.
- Lead district-wide changes in policies to enhance services for students.
- Develop and implement division/department policies and procedures.
- Work with federal, state, service area, and school personnel in developing and implementing programs.
- Serve as the District's Charter School Liaison; oversee development and renewal of charter school contracts.
- Interact with District and School administration, schools, parents, and community-based agencies.
- Oversee the development and administration of the annual budget for the Department of Teaching and Learning.
- Oversee personnel, program operations, and budgeting, and encourage parent and community involvement in District-level curriculum, instruction, and support activities, processes, and initiatives.
- Conduct policy analysis and policy development related to curriculum and professional development and student support activities.
- Communicate and implement applicable laws, codes, regulations, policies, and procedures.
- Implement the District's vision of exceptional customer delight in support of student achievement throughout the District.
- Serve as a member of the Superintendent's Senior Leadership Team in establishing program goals and direction in accordance with District policies, regulations, procedures, and standards.
- Supervise and evaluate programs and the performance of assigned staff.
- Provide leadership in determining program priorities and performance standards.
- Provides leadership and support to executive directors of teaching & learning and building administrators through collaborative planning, professional development, coaching, school improvement planning and regular communication.
- Provide leadership to instill a sense of urgency to improve student achievement and success throughout the District.
- Participate in the District's strategic planning, development and goal achievement.
- Values and encourages creativity and initiative in assessing, identifying, formulating, and implementing the District's curriculum, assessment, goals and objectives.

- Provide the organization, leadership and process to organize, create, and develop a system of assessments to measure student achievement growth, and assist administrators in the coaching of staff with instructional planning, re-teaching, and achievement of mastery.
- Provide input for implementation of the District vision, including alignment of programs to the vision and support through professional development and resource allocation.
- Responsible for the oversight and collection of evidence and tracking of Division 22 Standards
- Provide input the development of the District Improvement Plan.
- Attends or facilitates meetings and participates on committees as requested.
- Perform other duties related to the position, as assigned.

**Supervisory Responsibilities:**

- The Senior Executive Director of Teaching and Learning supervises assigned staff, provides support, direction and leadership within the organization.
- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:** Master’s Degree in Education, or related field. **Previous experience as a principal and in District office leadership role(s) at the Director level or higher required.** Must be eligible for or properly licensed by the Teacher Standards and Practices Commission for assignment as a District Administrator.

**Interpersonal Skills:** Ability to interact appropriately with teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

**Language Skills:** Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, teaching software and word processing software.

**Certificates, Licenses, Registrations:** Hold (or be eligible for) the Professional Administrator License to serve as a District level administrator by the Oregon Teacher Standards and Practices Commission. Valid Oregon Driver’s License required.

**Required Knowledge, Skills and Abilities:**

- Ability to provide leadership in the supervision of all school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the district’s instructional program.
- Provides strategic direction and operational insights.
- Demonstrates knowledge of state and federal regulations and accreditation standards.

- Models the characteristics of effective leadership including energy, integrity, high-level communication skills, etc.
- Represent the District within the community forums for the purpose of maintaining ongoing community support for the District Mission, educational goals and/or assisting with issues related to school environment.
- Knows effective educational practices.
- Knows school and district procedures for dealing with students, staff and the public.
- Cooperatively and effectively works in a team environment, including coaching and development.
- Demonstrates effective managerial and leadership qualities.
- Plans, organizes, coordinates and prioritizes effectively.
- Follows appropriate budgetary procedures and practices.
- Directs activities of subordinates appropriately.
- Cultivates and maintains positive and effective working relationships with staff and public.
- Is able to mentor and lead change.
- Establishes rapport and empathy with employees at all levels.
- Collects, maintains and accurately analyzes relevant data.
- Is flexible, dependable, responsive and creative.
- Solicits and accepts staff and supervisor constructive feedback to proposals.
- Develops alternate solutions to problems.
- Writes and speaks fluently.

**Attitudes:**

- Accepts and practices the principles of honesty, integrity, and accuracy in all matters pertaining to district operations.
- Shows a positive attitude toward all aspects of work.
- Accepts direction and supervision.
- Accepts responsibility for actions.
- Adjusts to new conditions and situations. Proactively resolves difficult problems.
- Engages in a continuous professional development in support of district mission and vision.
- Maintains confidentiality.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stamina for 8+ hours of work.
- Use of hands for repetitive motions, such as writing and typing.
- Standing/Walking: 3-6 hours/day.
- Sitting: 2-4 hours/day.
- Occasional bending, kneeling, squatting, climbing of stairs or ladders.
- Lifting/carrying: Up to 25 lbs.
- Occasional physical interaction with students, as provided by law and to ensure the physical safety of the student and/or others.
- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- Speaking clearly enough to be able to be understood by others.
- Identifying and understanding the speech of another person.
- Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable

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**I have read and understand this job description.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_