

LEARNING DIRECTOR – MIDDLE SCHOOL

Definition

The Learning Director shall use leadership, supervisory and administrative skills in assisting the principal to achieve and maintain standards of excellence in the teaching within assigned areas to that each student may derive the greatest academic and personal benefit from the learning experience.

Essential Responsibilities

1. Assume charge of the school in the absence of the principal;
2. Assist in evaluation and making recommendations for improving the educational program of the school;
3. Assist the principal in evaluating assigned teachers;
4. Provide leadership to stimulate and encourage personal growth and professional development of the staff assigned;
5. Provide the principal with information concerning the morale of the school staff;
6. Assume the role of administrator for area assigned by the principal. This includes, but is not limited to the following:
 - a) Coordinate guidance and counseling of students;
 - b) Assume responsibility for the discipline and attendance of students;
 - c) Maintain communication between students, parents and the general community;
 - d) Insure that teachers receive educational materials;
 - e) Assist teachers in achieving goals established by the District;
 - f) Encourage students to put forth maximum effort to achieve District goals.
7. Share supervision of the co-curricular program with the other site administrators;
8. Assist in developing the master schedule;
9. Perform such other duties as may be assigned by the principal.

Qualifications

1. Master's Degree;
2. Appropriate administrative credential;
3. Competence in student and student body affairs;
4. Capable of developing student and staff leadership;
5. Ability to relate well to teachers and students;
6. Competent in public relations.

Experience

1. Three years of successful teaching;
2. Counseling or administrative experience in the public schools at the appropriate level is preferred.

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.

The employee is required to: occasionally sit for extended periods of time; frequently walk; occasionally stand and reach with hands and arms, bending at the waist to retrieve and store files. Specific abilities required include close and distance vision, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, meet multiple demands from several people and at times come into contact with dissatisfied or abusive individuals.

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 moderate; office environment is subject to constant interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.