

DIRECTOR OF LEARNING AND TEACHING K-5

JOB DESCRIPTION

GENERAL INFORMATION

<i>TITLE:</i>	Director of Learning and Teaching K-5
<i>DEPARTMENT:</i>	Administration
<i>LICENSURE:</i>	Valid Professional Educator License (PEL) with appropriate endorsements or as set by state licensure authorities
<i>ENDORSEMENT:</i>	<ol style="list-style-type: none">1. General Administrative2. Master's degree or equivalent in curriculum development or related field preferred
<i>REPORTS TO:</i>	Assistant Superintendent for Human Resources and Educational Programs
<i>SUPERVISES:</i>	<ol style="list-style-type: none">1. MTSS Coordinator2. Instructional Coaches3. ELL Coordinator
<i>CONTRACT:</i>	Twelve-month year (260 days). Salary range is \$110,000 to \$120,000 based on experience
<i>PRIOR EXPERIENCE:</i>	<ol style="list-style-type: none">1. Three years of successful teaching experience in an educational setting2. Three years of successful experience in curriculum development or related activity3. Successful administrative experience preferred
<i>QUALIFICATIONS:</i>	<ol style="list-style-type: none">1. ISBE Principal Evaluator Endorsement2. ISBE Teacher Evaluation Endorsement3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

POSITION GOAL

To provide leadership in the design, implementation, and continuous improvement of the elementary instructional program by ensuring high-quality curriculum, effective instructional practices, and aligned professional learning. The Director supports elementary schools in building strong Tier 1 instruction, integrating instructional technology to enhance learning, and fostering consistent, developmentally appropriate practices that promote student growth and achievement.

ESSENTIAL DUTIES and RESPONSIBILITIES:

The criteria indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Chairs and coordinates Curriculum Committees made up of district and school administration, teachers, and parents with a school board member, whose purpose is to review curricular and instruction topics pertinent to the needs of the district, new courses and newly written curricula when proposed, and make recommendations about those based on the Strategic Design and philosophy of the district.

Director of Learning and Teaching K-5 (continued)

- Plans and presents a series of meetings each year for the express purpose of interpreting the educational program to the Board, to parent groups, and to other interested patrons of the district.
- Provides staff leadership to ensure understanding of and promote the educational objectives of the district.
- Coordinates professional development activities for instructional personnel.
- Coordinates time, training, and provides resources for writing and aligning curriculum with the most up-to-date State Standards.
- Ensures state mandates are embedded into district curriculum as they are identified.
- Communicate with building principals to ensure compliance of mandates yearly.
- Coordinates the selection and piloting of textbooks for the district through use of faculty committees and School Board.
- Secures and distributes instructional resources to enhance curriculum development and instruction at all levels.
- Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
- Coordinates the evaluation of courses and programs following the established process developed by representatives from Curriculum Committees and the Sycamore School Board.
- Keeps abreast of and interprets for the staff the current research in the area of curriculum development, maintaining a curriculum library for staff use.
- Coordinates and develops the budget that pertains to curriculum and instruction.

Instructional Technology Integration

- Lead the integration of digital tools and resources into elementary instruction
- Collaborate with technology support staff to ensure effective implementation of instructional platforms
- Guide the selection and evaluation of digital instructional tools aligned to district curriculum
- Provide leadership in emerging areas such as artificial intelligence in teaching and learning
- Coordinate professional learning related to instructional technology integration
- Ensure digital tools support high-quality Tier 1 instruction and MTSS systems

Perform any duties that are within the scope of employment and licensure, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

EVALUATION

Performance of the job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.