

UNION SCHOOL DISTRICT

DIRECTOR of LEARNING & INNOVATION

The Position

Under the direction of the Associate Superintendent, Learning & Innovation the Director of Learning & Innovation reports to the coordinates, develops, and organizes programs, staff development and projects related to curriculum, learning and throughout Union School District; prepares information regarding trainings for electronic distribution and web posting; schedules and delivers appropriate trainings, locates appropriate assistance and resources to support schools' needs; assists in the development, implementation and evaluation of grants; ensures compliance with state and federal requirements; coordinates English Language Learners (ELL), Safe School Plans, and other duties as assigned.

Projects may include but are not limited to: Beginning Teacher Support and Assessment (BTSA), Gifted and Talented Education (GATE), Math, Literacy (Reading and Writing), Response to Intervention (RtI), Curriculum Adoption, and Summer School.

REPRESENTATIVE DUTIES

- Leads & coordinates the duties of, but not limited to:
 - Teachers on Special Assignment
 - BTSA & Site Support
 - STEAM
 - Curriculum, Assessment & Media Specialist
 - Administrative Assistant
- Support administrators and teachers with curriculum, instruction, learning and assessment through creation and coordination of Professional Development Plans to include, but not be limited to:
 - Districtwide Professional Development Days
 - Union University
 - District Academies
 - Content Area Teacher Leadership
 - Instructional Strategies Implementation
 - New teacher support through BTSA and/or other model to clear credentials;
- Prepare drafts and updates for Cabinet and Board approval;
- Oversee and support District educational programs, data systems and data collection processes, including assessment, attendance and enrollment data;
- Keep abreast of changing State compliance, assessment and reporting requirements;
- Coordinate the development and approval of Mandated Site *and District* Plans such as Safety, Single Plan for Student Achievement, School Accountability Report Cards (SARCs), Title I, Title III and LCAP;
- Develop, coordinate and monitor District Initiatives such as Literacy, Numeracy, Science, etc.;
- Support sites with identified staff development;

- Support site and District staff regarding the use of data systems and educational applications;
- Collaborate with Learning & Innovation Department Directors to coordinate training needs, minimize duplication and maximize efficiency;
- Provide data, interpret data and support data-driven decision making by administrators and teachers to continuously improve learning throughout the district;
- Coordinate testing, including but not limited to the following state mandated assessments: SBAC, California Modified Assessment, California Alternative Performance Assessment, all designated subject assessments ie: PE, Science, Social Studies;
- Coordinate, set-up and communicate learning opportunities; and
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of applicable State and Federal laws, regulations and compliance requirement of State and local assessments;
- State funding allocations methods;
- Broad curricula and instructional practices, teaching strategies, content and resources;
- Content and performance standards;
- And experience with peer coaching and curriculum development;
- And experience in designing and implementing staff development;
- And skill in consultation, collaboration, and motivation with adults;
- And experience in classroom teaching & ability to model “best practices”;
- And experience in evaluating, coaching, developing and implementing curriculum; and
- School and district leadership experience;

Ability to:

- Effectively communicate orally and in writing;
- Use technology to analyze, interpret and provide data in a variety of formats to allow for interpretation by the intended audiences;
- Collaborate with others in planning and implementing effective programs, including staff and parent training (as appropriate), within established budget constraints;
- Analyze complex situations and prepare response alternatives for consideration by decision-making groups;
- Research, synthesize, develop curricula and/or grant proposals;
- Lead highly-energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization as a whole;
- Act as an agent of change;
- Supervise and evaluate the performance of assigned staff; and
- Maintain regular attendance.

Qualifications

Required Certification, Education and Experience:

Must have a Bachelor's degree from an accredited college or university with major course work in Education or a related field, Master's degree preferred; a valid California Elementary or Secondary Teaching Credential; a valid Administrative Services Credential; and a valid California driver's license.

Personal Characteristics:

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

SALARY & BENEFITS: The Director of Learning & Innovation, is compensated per the Management Salary Schedule. This position works 221 days (*Full time*). The District provides a competitive benefit package.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment with high noise and distraction levels.
Driving a vehicle to conduct work at other sites.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation and or training in English and, possibly, a designated language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Lift up to 5 or more pounds;
Carry up to 5 or more pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.