

**Job Summary:**

The job of Learning Director was established for the purpose/s of assisting the administrator or supervisor in scheduling of students, curriculum development, supervision of instruction, school site management, and student support services. He/she shall assist the administrator or supervisor with teacher and staff evaluations and performance, as well as assisting with achieving and maintaining standards of excellence within all curricular areas so that each student may derive the greatest academic and personal benefit from the learning experience. The Learning Director works cooperatively with the Probation Department, Juvenile Court, school district personnel, and supervisor to provide students with a successful educational program.

**Essential Functions:**

- ▶ Communicates with parents, Probation, and other agencies for the purpose of providing information on student progress.
- ▶ Assists in conducting staff development for the purpose of providing teachers with follow-up to insure that they are using the staff development properly.
- ▶ Assists in the development of the master schedule for the purpose of meeting the needs of the students.
- ▶ Assists in the preparation of school communications for the purpose of providing information to students, parents and the community.
- ▶ Assists in the registration of new students and the scheduling of classes for new and existing students for the purpose of providing each student with his/her schedule.
- ▶ Assists the administrator or supervisor for the purpose of interviewing and selecting certificated and classified personnel.
- ▶ Assists the administrator or supervisor for the purpose of supervising and evaluating site personnel.
- ▶ Assists with all aspects of student discipline for the purpose of making the campus safe.
- ▶ Assists with articulation activities and orientation of students from feeder middle schools to high schools for the purpose of having a smooth transition to high school.
- ▶ Assists with the implementation of curriculum for the purpose of aligning the curriculum to Tulare County Office of Education (TCOE) benchmarks and California Standards.
- ▶ Facilitates the referral process for students with special and/or immediate academic or personal needs to the appropriate personnel and/or agency for the purpose of meeting the students' needs.
- ▶ Teaches a part-time schedule of classes when required for the purpose of delivering curriculum to students.
- ▶ Performs other duties as assigned for the purpose of assisting the administrator or supervisor.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - appropriately manage personnel and programs;
  - communicate effectively;
  - problem-solve;
  - establish effective working relationships;
  - evaluate student academic performance;
- ▶ **Knowledge of:**
  - Education Codes regarding suspension/expulsion;
  - effective instructional strategies for high-risk youth
  - budgeting practices;
  - instructional programs grades 7-12;
  - conflict resolution and problem-solving strategies;
  - curriculum development and lesson planning;
  - teaching and learning methodologies;
  - implementation of California State Standards and TCOE benchmark Learning Standards;
- ▶ **Ability to:**
  - create a schedule and meet deadlines;
  - supervise staff;
  - direct classified staff;
  - communicate with districts, Probation, other agencies and supervisor;
  - analyze assessment data, transition criteria, and school safety issues;
  - evaluate classified staff;
  - make independent judgements;
  - keep and maintain accurate records;
  - communicate with individuals of various cultural and educational backgrounds;
  - utilize effective interpersonal skills;
  - communicate in oral and written form;
  - organize and manage various tasks and activities;
  - establish and maintain cooperative relationships with students, parents, and school personnel.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Three years of teaching experience.
- ▶ Knowledge and experience in working with a diverse student population.
- ▶ Prior job-related experience with increasing levels of responsibility at the school level.

**Education Required:**

- ▶ Bachelors degree in job-related area.
- ▶ Master's degree preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Valid California Teaching Credential.
- ▶ Valid California Administrative Services Credential Required.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

**June 2014**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.