

Director of Adult Learning

Purpose Statement

The job of Director of Adult Learning is done for the purpose/s of developing, coordinate and oversee all professional learning for district staff; and supporting collaborative systems to encourage innovative instructional approaches and reflect best-practice research.

This job reports to Chief Academic Officer

Essential Functions

- Attends staff and other meetings as needed to address specific agenda items (e.g. Board of Education, strategic committee meetings, task force, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Collaborates with the District Professional Development Committee, as it relates to 1% funds and mentoring programs for the purpose of ensuring compliance with state guidelines.
- Collaborates with Human Resources (e.g. Beginning Teacher Assistance Program, mentoring hours, professional learning logs/plans, etc.) for the purpose of ensuring certification requirements are met.
- Compiles professional learning needs data for the purpose of monitoring the effectiveness and the impact of professional learning.
- Coordinates and oversees orientation for professional staff (e.g. new teacher, new-to-district teacher, new administrator, mentoring program, etc.) for the purpose of becoming familiar with the work environment.
- Monitors and supports work of Professional Learning Communities (e.g. classroom visits, collaboration with principals, review rubrics, annual needs assessment, etc.) for the purpose of determining and coordinating PD as needed.
- Oversees professional development of budgets for the purpose of ensuring accurate recordkeeping and fiscal procedures are followed.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; curriculum adoption process; program planning and development; concepts of grammar and punctuation; principles of best social work practices; and adult learning styles and the change process.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide

variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; directing other persons within a department, large work unit, and/or across several small work units; determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education (Minimum): Masters degree in job-related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

None Specified

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date