

## Griffin-Spalding County School System

**Title: Executive Director of Teacher and Leader Effectiveness**

**Job Class Code: 601**

**Job Details: 230 days/Exempt/Full-Time**

**Updated 03/05/2025    Reviewed: 03/05/2025**

**Category: Administration**

**Reports To: Superintendent**

**Salary Schedule: Administrative; Pay Grade: AS 50**

### **JOB SUMMARY**

This position is responsible for the direct supervision of all assigned positions in the division of Teacher and Leader Performance while also providing district leadership and direction to support system instructional and curricular needs for all students to include planning, development, and implementation of curriculum and assessment for the school system, school support, school improvement, and school leadership.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- ☐ Supervise and oversee Instructional Technology, Professional Learning, Federal Programs Department, Curriculum, School Improvement and Assessment Department, Early Learning and Executive Officers for Elementary and Secondary Schools
- ☐ Directs the overall development, planning, coordination, implementation, and evaluation of curriculum materials including but not limited to pacing guides, scope and sequence, curriculum documents, resources, and all district curriculum and instructional support programs
- ☐ Oversees the adoption process of instructional resources and materials
- ☐ Develops and manages division budget
- ☐ Works collaboratively with appropriate staff to ensure implementation of curriculum and support resources at all schools
- ☐ Provide leadership and evaluation for those areas of the district strategic plan related to teaching, learning, curriculum, assessment, and professional learning
- ☐ Presents at staff/principals' meetings to provide updated pre-K-12 curriculum information and maintains on-going communication
- ☐ Coordinates support with the executive officers of elementary and secondary schools for principals and leadership teams in those schools identified for improvement under the district and/or state's accountability system
- ☐ Work with staff to evaluate and improve the district's assessment system and processes for tracking and distributing data
- ☐ Work with executive directors and executive officers, building and district level administrators to develop systems for evaluating the efficacy of instructional programs
- ☐ Work with appropriate staff to implement, monitor, and evaluate a job-embedded professional development program in response to staff needs
- ☐ Develops and supervises curriculum and instructional staff by setting goals, providing regular feedback, and conducting annual performance evaluations
- ☐ Develops and implements an on-going evaluation program for all instructional programs in the district.
- ☐ Plans, implements, and monitors budgets in all areas of responsibility

- ❑ Administers and coordinates federal and state grants through communication with the division leaders, the district leadership team, and building administration to ensure accountability for use of funds and student learning
- ❑ Provides leadership and input for implementation of the district's vision and mission, including alignment of programs and initiatives to the district strategic plan and supports through professional development and resource allocation
- ❑ Oversees and coordinates the Strategic Waiver School System Process and school calendar development for the school district
- ❑ Remains current on educational research by engaging in professional development activities, professional reading, and peer collaboration
- ❑ Assist in the development of policies and administrative guidelines for curriculum and instructional services
- ❑ Represents the district in a positive way within the community and accept speaking engagements aimed at good public relations
- ❑ Coordinates with Human Resources to plan and lead Quality Leaders Programs for aspiring principals, assistant principals and teacher leaders.
- ❑ Moderates and leads meetings as appropriate
- ❑ Serves as a member of the cabinet with high levels of accountability and decision-making responsibilities
- ❑ Collaborates with the cabinet and others in planning and implementing strategic plans for the future of the District and its instructional needs
- ❑ Attends all school board meetings
- ❑ Pursues alternative funding and resources to support programming
- ❑ Maintains professional and ethical conduct at all times
- ❑ Performs other related duties as assigned
- ❑ Maintains prompt and regular attendance as physical presence on the job site is required.

## **SUPERVISES**

- ❑ Director of Instructional Technology
- ❑ Director of Curriculum and Instruction (student assessments fall under Curriculum and Instruction)
- ❑ Director of Federal Programs
- ❑ Coordinators/Directors of Special Programs (Fine Arts, College and Career, Early Learning)
- ❑ Executive Officers
- ❑ Director of the Department of Exceptional Students
- ❑ Department Secretary

## **MINIMUM QUALIFICATIONS**

- ❑ Master's degree in Educational Leadership
- ❑ Ten (10) years of successful teaching experience
- ❑ A combination of five (5) years of building level and central office administrator experience **or**
- ❑ Ten (10) years of successful management of a system-level department

## **PREFERRED QUALIFICATIONS**

- ❑ Ten (10) or more years of experience as a successful administrator in education, including serving as a principal
- ❑ Administrator preferably serving in at least two school levels

- Certification in Instruction Supervision or a curriculum/instruction-related degree

### **COMPETENCIES**

- Leadership skills including visioning, active listening, coaching, facilitation, and use of data for decision making
- Knowledge of current educational research, components of elementary and secondary programming, and best practices for instruction
- Ability to work successfully with staff in the development and revision of K-12 curriculum
- Ability to communicate effectively, both orally and in writing
- Ability to work with diverse curricular subject areas
- Broad knowledge of school curriculum and technology integration as well as program evaluation.
- Strong computer skills, including Microsoft Office
- Ability to establish and maintain effective working relationships
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Excellent interpersonal skills
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably, and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

### **EVALUATION**

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

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Griffin-Spalding County School System does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.