



EMPLOYEE NAME: _____

Revised: 5/91; 6/92; 3/93; 2/94; 11/94; 2/97;
2/98; 4/01; 7/03; 6/08; 4/12, 10/12; 1/14; 4/15; 6/18;8/20; 3/23

JOB DESCRIPTION

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| POSITION TITLE: Director, Applied Learning and Design | JOB CODE: 620A |
| DIVISION: Academic, Teaching & Learning | SALARY SCHEDULE: Annual Central Office Personnel |
| DEPARTMENT: Applied Learning and Design | WORKDAYS: Annual Administrative Employees |
| REPORTS TO: Assistant Superintendent, Teaching & Learning | PAY GRADE: Director CDR (5, 6 or 7) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of comprehensive instructional programs; plans, develops, organizes, and implements the policies, regulations, guidelines, and procedures pertaining to instruction and instructional resources. | |

REQUIREMENTS:

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| 1. | Educational Level: Master’s degree required; Specialist Degree preferred |
| 2. | Certification/License Required: Valid Georgia Educational Leadership Certification |
| 3. | Experience: 5 years in K-12 school programs; 3 years building or district level leadership experience; school principal experience preferred |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; organization, computer technology skills, leadership, interpersonal and public relations |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Provides supervision, support, and leadership development for the Supervisors of Library Media Education, Instrumental Music, Visual Arts, General Music, Choral, Theatre, Dance, STEM and Innovation, CTAE, and Health & Physical Education. |
| 3. | Assists with selection and staffing of department personnel and conducts performance evaluations of all instructional/content supervisors. |
| 4. | Works effectively with Directors of Instruction & Innovative Practice and Assessment & Personalized Learning to advance teaching and learning and provide personalized learning experiences for students, teachers, and leaders. |
| 5. | Collaborates with other directors to support standards-based classrooms. |
| 6. | Prepares and maintains an annual budget for all learning programs to ensure long-term and short-term plans are aligned with District and State priorities. |
| 7. | Assists with program planning and evaluation to improve the efficiency and effectiveness of instructional initiatives. |
| 8. | Devises and conducts appropriate needs assessment activities with staff members, classified staff, building leaders, and central office personnel to determine areas of support and align program offerings to District and school improvement goals. |
| 9. | Represents the District and the Division of Teaching & Learning on cross-functional, system-wide, and community-based committees as directed by the Assistant Superintendent of Teaching & Learning. |
| 10. | Promotes effective instructional practices and communication that support high levels of instruction through the use of researched-based data driven best practices. |

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| 11. | Facilitates the advancement of the learning commons model and instructional role of library media programming. |
| 12. | Works effectively with other District leadership to ensure a team approach to achieving results and meeting district goals. |
| 13. | Keeps abreast of current best practices, issues and research related to effective teaching and school leadership, effective schools, effective systems, and effective professional learning. |
| 14. | Performs other duties as assigned by Assistant Superintendent, Teaching & Learning. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____