

**LEARNING DIRECTOR****Job Summary**

Assist the principal in counseling, scheduling of students, curriculum development, supervision of instruction, school site management, and student support services. This includes assisting the site principal with teacher and staff evaluations and performance. Responsibilities also involve being part of a leadership team that achieves and maintains high standards of excellence in every school facet including curriculum, instruction and school safety.

**Qualifications****Required:**

- Administrative Services Credential
- Master's Degree

**Desirable:**

- Teaching Experience
- Bilingual (English/Spanish)

**Knowledge and Ability**

1. General administrative knowledge and ability
2. Knowledge of, and ability in, school-community relations  
Ability to communicate and work with others
3. Knowledge of the high school's and/or middle school's goals and objectives
4. Ability to provide input for decision-making
5. Knowledge of counselors' job duties
6. Knowledge of the evaluation process for both certificated and classified employees
7. Knowledge of district policy and practices pertaining to evaluations
8. Knowledge of district's goals, objectives and policies
9. Knowledge of all provisions of the contract
10. Knowledge of district's procedure for meeting the contract provisions
11. Knowledge of education Code provisions governing employee organizations contracts
12. Ability to drive a car

**Essential Functions** of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Advise and assist the high school principal in the development and implementation of policies related to high school or middle school goals and objectives
2. Responsible for the operation of the high school or middle school in the absence of the Principal and/or Assistant Principal
3. Responsible for the evaluation of both certificated and classified staff who work under the supervision of the Director of Guidance and Counseling
4. Work with teachers and oversee a curricular area in improving teaching strategies and student achievement
5. Have a working awareness of the importance of students learning and mastering essential state standards and the importance of STAR and CAHSEE testing
6. Work with administration in improving leadership skills and teacher pedagogy
7. Advise and assist in the development and implementation of policies for the operation of the school district by being a member of the district's management team
8. Strive to maintain professional relationships with teachers, pupils and parents

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9. Assist the pupil in understanding and accepting responsibilities and privileges as students and citizens of the school community
10. Enforce school rules, district policies and Education Code provision dealing with student activities and discipline
11. Assist the teachers in developing a better understanding of pupils
12. Assist parents in understanding their child's abilities and potentials
13. Supervise the attendance accounting procedures and follow-up on attendance and truancy problems
14. Arrange for parent-teacher conferences when request for such meetings are made
15. Supervise and evaluate certificated and classified staff

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, laws and codes, rules and policies and other printed matter
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that other may understand clearly in normal conversations, in training sessions and other meetings
7. Physical agility to lift, bend, stoop and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job