

**MSD WASHINGTON TOWNSHIP
8550 Woodfield Crossing Boulevard
Indianapolis, IN 46240-2478**

Administration

POSITION: Director of Teaching and Learning 6-8
LOCATION: H. Dean Evans Community and Education Center
CONTRACT LENGTH: 260 days

Licensure/Experience

K-12 Indiana Building Level Administrator License Required
k-12 Principal or District Level School Leadership Experience
Required

Job Summary and Responsibilities

The Director of Teaching and Learning 6-8 manages and supervises the work of three Washington Township Middle Schools. They work closely with the other members of the Teaching and Learning Division to lead and assist school staff and to optimize communication between school management and teachers, parents, and other districts and schools. They serve as a vital member of the Superintendent's Executive Leadership Team.

Occupational Competencies

Cooperate with education professionals: The ability to collaborate with administrators, teachers or other professionals working in education in order to identify needs and areas of improvement in education systems, and to establish a collaborative relationship.

Assist in the organization of school events: Experience in the planning and organization of school events, such as the school's open house day, a sports game or a talent show.

Guarantee students' safety: Experience with ensuring all students falling under an instructor or other person's supervision are safe and accounted for. Follow safety precautions in the learning situation.

Curriculum standards: Knowledge of the governmental policies concerning educational curricula and the approved curricula from specific educational institutions.

Assess the development of youth: Experience with evaluating the different aspects of development needs of children and young people.

Assessment processes: Familiarity with various evaluation techniques, theories, and tools applicable in the assessment of students. Different assessment strategies such as initial, formative, summative and self- assessment are used for varying purposes.

Assess employees' capability levels: Knowledge of evaluating the capabilities of employees by creating criteria and systematic testing methods for measuring expertise of individuals within an organization.

Show an exemplary leading role in an organization: Experience with performing, acting, and behaving in a manner that inspires collaborators to follow the example given by their managers.

Provide feedback to teachers: Familiarity with communicating with the teacher in order to provide them with detailed feedback on their teaching performance, class management and curriculum adherence.

Project management: Knowledge of project management and the activities which comprise this area. Know the variables implied in project management such as time, resources, requirements, deadlines, and responding to unexpected events.

Learning technologies: Familiarity with the technologies and channels, including digital systems, to enhance learning.

Write work-related reports: Knowledge of composing work-related reports that support effective relationship management and a high standard of documentation and record keeping. Write and present results and conclusions in a clear and intelligible way so they are comprehensible to a non-expert audience.

Present reports: Experience with display results, statistics and conclusions to an audience in a transparent and straightforward way.

Make improvements to work activities: Experience with making recommendations for improvements to work activities.

Middle school procedures: Knowledge of the inner workings of a secondary school, such as the structure of the relevant education support and management, the policies, and the regulations

Advise on teaching methods: Familiarity with advising education professionals on the proper adaptation of curricula in lesson plans, classroom management, professional conduct as a teacher, and other activities and methods related to teaching.

Curriculum objectives: Experience with the goals identified in curricula and defined learning outcomes.

Foundational Competencies

Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking: Talking to others to convey information effectively.

Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Learning Strategies: Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.

Example Activities

1. Evaluate Middle School Principals and coordinate assistant principals
2. Lead recruitment and hiring of all new middle school administrators
3. Revise and lead middle schools in implementing ELEVATE instructional framework
4. Guide and evaluate MTSS implementation
5. Oversee middle school curriculum (Pacing Guides, Best Practice Document, etc.)
6. Monitor middle school DEI systems work, SEL, and PLC deployment
7. Deploy major initiatives in middle schools
8. Participate in Centralized Discussion with Washington Township Education Association
9. Assist in hiring of middle school staff
10. Oversee professional development in middle schools
11. Decide how all middle school support funds/grants will be used
12. Oversee summer and enrichment programs for middle school
13. Oversee Proactive Discipline implementation for middle school
14. Attend and present at School Board meetings
15. Oversee K-12 Enrollment Management
16. Revise K-12 Code of Conduct
17. Manage K-12 expulsion process
18. Oversee K-12 Grants and Assessments

Evaluates

1. Middle school principals
2. Curriculum Coordinators
3. Instructional coaches

PHYSICAL REQUIREMENTS

1. Seldom = Less than 25 %	3. Often = 51 to 75%
2. Occasional = 26 to 50 %	4. Very Frequent = 76 % & above
Ability to stand for extended periods of time (3)	
Ability to carry 25 pounds (2)	
Ability to work at a desk, conference table or in meetings of various configurations (4)	
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter (4)	
Ability to hear and understand speech at normal levels (4)	
Ability to communicate so others will be able to clearly understand a normal conversation (4)	
Ability to operate office equipment (4)	
Ability to reach in all directions (4)	
Amount of force to push / pull up to 15 pounds (3), 25-30 pounds (2), and 50 or more (1)	

Amount to lift 25–30 pounds (2) and 50 or more pounds (1)

Climbing (1)

Overhead work (2)

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.