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<b>Position:</b>	Learning Director, Educational Center (Gr. 7-12)	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Educational Center	<b>Salary Grade:</b>	Appropriate Placement
<b>Reports to/Evaluated by:</b>	Principal, Educational Center (Gr. 7-12)	<b>Salary Schedule:</b>	Admin. Management

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**SUMMARY**

To use leadership, supervisory and administrative skills in assisting the Principal, Educational Center (Gr. 7-12) Deputy Principal, Educational Center (Gr. 7-12) to achieve and maintain standards of excellence in teaching so that each student may derive the greatest academic and personal benefit from the learning experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as a member of Educational Center leadership team in providing a seamless grades 7-12 educational program.
- Makes recommendations to the Principal, Educational Center (Gr. 7-12) and makes
- recommendations for reemployment for all certificated personnel, including substitute teachers.
- Shares supervision of the co-curricular program with the other Educational Center administrators.
- Assumes responsibility for the discipline and attendance of assigned students.
- Develops performance objectives relative to the expected standards of students’ academic achievement.
- Develops evaluation criteria for measuring student performance.
- Serves as a member of the Educational Center leadership and parent/community committees.
- Provides leadership for the improvement of instruction by directing staff development education for teachers under his/her supervision.
- Assists the Principal and Deputy Principals, Educational Center (Gr. 7-12), in developing curriculum and interpret it to students, parents, and members of the community.
- Supports the guidance and counseling program for the Educational Center.
- Assists in developing the master schedule.
- Assumes responsibility for direct supervision of classified personnel.
- Performs other duties as directed by the Principal and Deputy Principals, Educational Center (Gr. 7-12).

## **QUALIFICATIONS**

**Abilities:** Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications. Requires the ability to communicate effectively in written and oral formats.

**Physical Abilities:** Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations

**Education and Experience:** Requires a Bachelor's degree and three to five years experience as a teacher, or equivalent.

**License(s) and/or Credential:** A California Administrative Services Credential is required.