
Position:	Learning Director, Secondary	FLSA:	Exempt
Department/Site:	Various Sites	Salary Grade:	Appropriate Placement on Salary Schedule
Reports to/Evaluated by:	Site Principal	Salary Schedule:	Admin. Management

SUMMARY

To use leadership, supervisory and administrative skills in assisting the Principal to achieve and maintain standards of excellence in the teaching within assigned curricular areas so that each student exposed to the specific subjects involved may derive the greatest academic and personal benefit from the learning experience.

DISTINGUISHING CAREER FEATURES

SUPERVISES:

For assigned areas of the curriculum:

1. Teaching staff, including paraprofessionals
2. Other professional staff
3. Such other personnel as the Principal may designate

ESSENTIAL DUTIES AND RESPONSIBILITIES

Makes recommendations to the Principal and makes recommendations for reemployment for all certificated personnel, including substitute teachers, assigned to their cluster;

Shares supervision of the co-curricular program with the other Secondary Learning Directors;

Assumes responsibility for the discipline and attendance of students in their cluster;

Develops performance objectives relative to the expected standards of the students academic achievement;

Develops evaluation criteria for measuring student performance in their cluster;

Serves as a member of the Administrative and Curriculum Committees;

Provides leadership for the improvement of instruction by directing the in-service education for teachers in their cluster;

Assists the building principal in developing curriculum and interpreting same to students, parents and members of the community;

Learning Director, Secondary

Directs the Guidance and Counseling Program for their cluster;

Assists in developing master schedule;

Assumes responsibility for direct supervision of all classified personnel assigned to the cluster;

Performs other duties as directed by the Principal.

QUALIFICATIONS

Minimum Qualifications:

- Valid California Administrative Services Credential, and at least three years classroom experience or equivalent.
- Administrative experience at a school site.