



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

JOB DESCRIPTION

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: 238
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 planning, organization, coordination and implementation of the School District's professional learning program and district level resources including Library Media, Instrumental Music, Visual Arts, General Music, Choral, Theatre, Dance, STEM and Innovation, CTAE, Learning Resources teaching and Learning Resources.	

REQUIREMENTS:

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:

1.	Demonstrates prompt and regular attendance.
2.	Facilitates the coordination of divisions, systems, and resources to promote a comprehensive District strategy for digital transformation.
3.	Facilitates the coordination of divisions, systems, and resources to lead and execute a content acquisition and delivery strategy for the District.
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.	Keeps academic division leaders informed of all matters related to the District's digital transformation efforts and the strategies of comparable districts.
6.	Pursues a strategy of national recognition for advancing student learning and professional learning experiences.
7.	Plans, implements, and evaluates the development of and integration of digital professional learning experiences and programs for staff members delivered through a variety of media.
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.	Coordinates, maintains, and makes available to all stakeholders a catalogue of all professional learning opportunities and resources sponsored by the District.
10.	Develops and maintains a cadre of professional learning and online instructors and trainers, and promotes and grows digital professional learning opportunities for students and staff.

11.	Directs programs related to digital Professional Learning and Learning Resources including Library Media services.
12.	Supervises and evaluates selected Teaching & Learning staff and monitors the work of project teams.
13.	Maintains and monitors all budgets related to assigned area of responsibility.
14.	Facilitates the advancement of the learning commons model and instructional role of library media programming.
15.	Works effectively with other District leadership to ensure a team approach to achieving results and meeting district goals.
16.	Keeps abreast of current best practices, issues and research related to effective teaching and school leadership, effective schools, effective systems, and effective professional learning.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____