# BELLINGHAM PUBLIC SCHOOLS JOB DESCRIPTION
## Executive Director of Teaching and Learning

**AFFILIATION:** Executive Team  
**SALARY LEVEL:** Executive Director  
**REPORTING RELATIONSHIP:** Deputy Superintendent

## JOB SUMMARY
The Executive Director of Teaching and Learning directly supervises principals for elementary, middle school, and high school sites. Assist the Superintendent and Deputy Superintendent with leading, guiding, and directing the PreK-12 administrative, instructional, and support teams in setting and achieving the highest standards of excellence as defined by the vision, mission and outcomes associated with the Bellingham Promise, so that each individual student may be provided with a meaningful, quality education.

## DUTIES AND RESPONSIBILITIES

### Program and Instruction
- Supervise methods of teaching, supervision, and administration in schools.
- Work with school site administrators and staff to facilitate participation in program improvement efforts and to ensure implementation of instructional programs.
- Assist and support district and building professional learning efforts.
- Hold meetings as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- Direct the improvement of schools with a focus on refining and implementing the Bellingham Promise; collecting, reporting, and analyzing performance data; providing support and guidance for school principals; and developing accountability for the Bellingham Promise outcomes with the District and community.

### General Administration and Leadership
- Serve as task group leader for general administrative projects as directed.
- Assist with conducting studies on staff projections, staff utilization, and budgeting needs for personnel.
- Work with building administrators to prepare recommendations for the annual budget.
- Participate as a member of the superintendent’s executive leadership team, and as a leader and collaborator in the Department of Teaching and Learning.
- Coordinate efforts to develop aspiring administrators, and other school and system leaders.

### Personnel
- Assist the Superintendent and Deputy Superintendent with the selection, orientation, and evaluation of the PreK-12 principals.
- Support principals in addressing issues and solving problems related to their schools.
- Assist with ensuring that sound personnel practices and procedures are implemented at the building level.
- Promote effective relationships with staff at all levels of the organization.
- Assist with possible transfer of teachers and administrators between schools.

### Public and Staff Relations
- Assist with development and implementation of school/community partnerships.
- Assist with securing community and staff involvement in district schools.
- Assist with maintaining an effective public information program.
- Address parent and community concerns that were not resolved at the building level.

### Professional Preparation, Scholarship, and Commitment to Improving Equity, Diversity and Inclusion Outcomes
- Continue professional study and activity as a life-long endeavor.
- Use current knowledge on educational and administrative matters; ability to reflect on both successes and failures and to design around improvement and implement change
- Deep commitment to improving learning outcomes for every student, including those from populations typically marginalized in American schools on the basis of race, income, language, gender, or sexual orientation.
- Demonstrated improvements in achieving more equitable student learning results, more inclusive schools, and to increasing support for diversity for students, parents and staffing at the school or district level.

### Effort Toward Improvement When Needed
- Respond positively to suggestions for professional improvement.
- Modify own behavior through self-reflection and feedback.

### Other
- Perform such other tasks and responsibilities as may be assigned by the Superintendent or designee.

## QUALIFICATIONS
- Master’s degree with a major in educational administration or appropriate related field.
- Washington State administrative credential preferred.
- Successful experience in building school administration and supervision of instruction preferred.
- Successful experience as a classroom teacher and/or in a teacher leadership support position.
- Demonstrated ability to work with people in a leadership capacity.
- Evidence of experience and training needed to perform the functions described in the Executive Director, School Administration job description.
• Proficiency in use of PCs, Microsoft WORD, EXCEL, and OneNote, e-mail, and the use of technology.
• Demonstrated ability to communicate clearly and effectively in both written and verbal form.
• Ability to process information to make sound judgments and decisions.
• Ability to establish and maintain effective working relationships with a variety of staff and stakeholders.
• Such alternatives to the above qualifications as the Superintendent or designee may find appropriate and acceptable.