

## **Director of Teaching & Learning Responsibilities**

### Curriculum, Instruction, Assessment

- Oversee and coordinate the district's curriculum, instruction, and assessment
- Plan agendas for and facilitate the 7-12 PBE Committee
- Assist teachers in preparing for and implementing proficiency-based education (e.g., graduation standards, course/grade-level learning targets, assessments, etc.)
- Complete annual report to state on Cape's transition to PBE and oversee the transition grant money
- Assist teachers in aligning all eight content areas of curriculum horizontally (within grade-levels and courses) and vertically (across grade-levels)
- Assist administrators in developing and implementing academic and behavioral supports for students, including processes (e.g., universal screens such as STAR and NWEA, movement among RTI Tiers, identification and exiting procedures, etc.), structures (e.g., use of personnel, intervention periods, centers, etc.), and content (e.g., programming at each Tier, etc.)
- Coordinate the ELL program (e.g., scheduling, curriculum, budget, etc.)
- Coordinate the GT program (e.g., screening, identification, programming, etc.) and complete the annual state-mandated GT application

### Professional Development

- Plan agendas for and facilitate the K-12 PD Committee
- Coordinate, plan, and secure resources for PD Mondays, early release afternoons, inservice days, and summer work
- Oversee Improvement of Instruction budgets

### Educator Evaluation

- Collaborate with superintendent to ensure implementation of new Educator Evaluation plan
- Oversee implementation of TeachPoint (data management software program)

### Maine Educational Assessment

- Serve as the District Assessment Coordinator
- Manage access to, and use of, MAARS and Measured Progress portals
- Assist administrators in ensuring site readiness, communicating with parents, and training teachers

### Certification

- Plan agendas for and facilitate the PLCSS (Certification) Committee
- Conduct PLCSS mentor training

### ESSA

- Serve as the district's Title IA and Title IIA coordinator
- Complete the annual ESSA application and performance reports
- Oversee the ESSA grant money
- Complete the quinquennial ESSA audit

### Affirmative Action/Title IX

- Serve as the district's Affirmative Action officer
- Serve as the district's Title IX coordinator
- Participate in annual trainings
- Conduct investigations and write reports

### McKinney-Vento

- Serve as the district's McKinney-Vento liaison
- Participate in annual trainings
- Coordinate with social workers, guidance counselors, and transportation director to ensure school-related needs of homeless students are met