

**Essex Westford School District (“EWSD”)
Job Description**

JOB TITLE:	Director of Teaching and Learning
FLSA STATUS:	Exempt
UPDATED:	March 2025

DESCRIPTION:

The Director of Teaching and Learning is a visionary leader responsible for driving systemic growth and improvement across our PK-12 district. This role demands an expert communicator who can articulate a clear instructional vision to diverse stakeholders while fostering a culture of transparency and trust.

Central to this position is the ability to support and facilitate consensus among administrators, coaches, and teachers. You will lead the collaborative implementation of the EWSD Instructional Framework, RTI, and PLCs, ensuring that all educators are aligned toward measurable student outcomes. Beyond simple management, you are a capacity builder - designing meaningful professional learning and providing supportive guidance that empowers staff to close achievement gaps and address the needs of all learners.

The ideal candidate blends deep pedagogical knowledge in Universal Design for Learning and standards-based curriculum and instruction with the skills needed to navigate complex regulations while balancing multiple perspectives. We are seeking a dynamic partner dedicated to transforming teaching and learning through the development of collective efficacy and a shared growth mindset.

POSITION OBJECTIVES:

The Director of Teaching and Learning is a creative, collaborative, dynamic, and responsive leader with a strong dedication to systemic continuous improvement. This individual shares values and aspirations aligned with EWSD’s expectations for growth and improvement, and uses data to plan, strategize, and evaluate with a focus on clear, measurable student outcomes. High-level strategies are leveraged to transform and enhance teaching and learning across the PK–12 system while fostering a culture of collaboration throughout the district. A growth mindset is modeled consistently, alongside ongoing guidance for leaders, coaches, and teachers in a collaborative and supportive manner. They will ensure that meaningful professional learning opportunities are provided and facilitated for adults in the system in both small and large group settings. In addition, they will support teachers and administrators by distilling and sharing guidance on federal and Vermont educational regulations, policies, and procedures related to curriculum, instruction, and assessment. They are aware of current research on high-quality, effective instructional strategies and techniques to strengthen student learning outcomes. Our district is dedicated to the EWSD Instructional Framework, Response to Intervention (RTI), and Professional Learning Communities (PLC). As such, the Director of Teaching and Learning must demonstrate deep knowledge of and experience with PLCs and RTI, as well as have a strong understanding of Universal Design for Learning (UDL).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

Curriculum, Instruction, Assessment, and Professional Learning

- Articulates, implements, and garners support for the district’s instructional vision in alignment with the EWSD District Ends Policy and Portrait of a Graduate.
- Focuses on high-leverage, effective instructional strategies that impact student learning.
- Strategizes collaboratively with leaders, coaches, and teachers to close the achievement gaps for historically marginalized students.
- Develops and maintains a systemic approach to improving teaching and learning while collaboratively working with other district administrators, building principals, and instructional coaches.
- Designs and coordinates the development, implementation, and evaluation of PreK-12/Technical standards-based

curriculum and vertical alignment (including the Program of Studies) in all academic and academic support-related areas other than Special Education.

- Keeps abreast of the literature and research on the relationship between curriculum design, pedagogy, and student learning.
- Maintains liaison and active participation status within educational leadership organizations in curriculum at the regional, state, and national levels.
- Uses data to monitor student outcomes and school progress towards meeting the goals of the district and site-based action plans, and aligning outcomes with state and federal requirements.
- Facilitates dynamic targeted learning opportunities for adults in the district; in both small and large groups.
- Interprets and implements all Board policies, administrative regulations, and aspects of negotiated agreements related to curriculum, instruction, and student learning.
- Implements Federal and Vermont statutes, regulations, and rules relating to curriculum administration, instruction and assessments.
- Prepares district curriculum reports that are required by law or are requested by the superintendent.
- Coordinates and guides the Professional Learning Community (PLC) essential work, including the selection and development of essential standards, assessments, and teaching best practices focused on student learning and achievement.
- Communicates the approved curriculum to the professional staff and provides research and embedded professional learning experiences for approved instructional materials.
- Supports school and district leaders in completing needs assessments to establish annual and multi-year continuous improvement plans.
- Studies, evaluates, and recommends adoption of instructional materials, methods, programs, and related professional development plans, and assists in budget development to support these.

Grants and Budget Management

- Collaboratively plans and applies for Federal and/or Grant funds including those included in the Consolidated Federal Grants Program (CFP).
- Coordinates and manages funds related to Federal and/or Grant funds including those included in the Consolidated Federal Grants Program (CFP).
- Develops, coordinates and manages budgets and expenses that pertain to job responsibilities.
- Advise interested parties of the provisions of the law as related to federal grants management.
- Complies with all regulations, documentation, and state reporting requirements related to such funds management

SUPERVISION RECEIVED: Reports to, receives direction from and evaluated by the Executive Director of Elementary Schools and the Executive Director of Secondary Schools.

SUPERVISORY RESPONSIBILITIES: Supervises the implementation of curriculum-related programs and services. Supervises and evaluates the instructional coaches, English Language Learner teachers, other professionals and support staff working in the EWSD Office of Curriculum, Instruction, and Assessment, or other personnel at the request of the EWSD Superintendent or building Principals. Trains and assigns/coordinates the professional activities of principals and teachers; advises on hiring; and supports principals in their performance appraisals of teachers when applicable.

QUALIFICATIONS:

To qualify for this position, an individual must be able to perform each essential duty outlined above and meet the following qualifications/competencies. Folks without the preferred or desirable qualifications listed below (as noted) are still encouraged to apply if they believe they have the lived experiences and disposition needed to be successful:

Qualification/ Competency	Description
Training & Experience	<p><u>Required:</u></p> <ul style="list-style-type: none"> ● Master's degree or higher in Education, Educational Leadership, Curriculum & Instruction, or a related field ● Minimum of 5–7 years of successful PK–12 teaching and/or instructional leadership experience (e.g., coach, principal, curriculum leader) ● Experience designing and facilitating high-quality professional learning for adult learners in a variety of settings ● Experience with grant development, management, and compliance, including budget oversight <p><u>Preferred:</u></p> <ul style="list-style-type: none"> ● Prior experience in a district-level leadership role (e.g., Director, Assistant Superintendent, Coordinator of Teaching & Learning) ● Experience leading district-wide curriculum adoption and implementation processes ● Experience integrating instructional technology and digital learning strategies to enhance teaching and learning ● Experience working with or leading state, regional, or national educational organizations ● Strong background in facilitating culturally responsive and inclusive instructional practices ● Experience managing large-scale professional development systems and coaching instructional leaders
Certifications/ Licenses	<ul style="list-style-type: none"> ● Hold or eligible to hold a valid Vermont Professional Educator's License Curriculum Director Endorsement required. We will consider out-of-state licenses with the same endorsement as equivalent provided the candidate obtains the required VT educator license if offered the position.
Knowledge	<p><u>Required:</u></p> <ul style="list-style-type: none"> ● Demonstrated expertise in curriculum design, instruction, and assessment, including standards-based systems and vertical alignment ● Deep knowledge and successful implementation of: <ul style="list-style-type: none"> ○ Professional Learning Communities (PLCs) ○ Response to Intervention (RTI)/Multi-Tiered Systems of Support (MTSS) ○ Universal Design for Learning (UDL) ● Strong understanding of federal and Vermont education laws, regulations, and compliance requirements related to curriculum, instruction, assessment, and grants <p><u>Preferred:</u></p> <ul style="list-style-type: none"> ● Advanced knowledge of assessment systems, including formative, interim, and summative practices
Technology Skills	<ul style="list-style-type: none"> ● Demonstrated ability to effectively use technology and systems needed to perform work duties. ● Experience and proficient computer skills in web maintenance, word processing, spreadsheet, and database programs required. Experience with Microsoft Office preferred.
Travel Requirements	<ul style="list-style-type: none"> ● Employee must travel between work locations using their own vehicle, so must have reliable transportation

Other Qualifications	<p>We are also seeking candidates with the following required skills and abilities:</p> <ul style="list-style-type: none"> ● Proven ability to use data to drive instructional decisions, monitor student outcomes, and lead continuous improvement efforts ● Demonstrated success in leading collaborative teams, building consensus, and working effectively with diverse stakeholders ● Excellent communication skills, including the ability to clearly articulate vision, present to varied audiences, and produce required reports ● Commitment to equity, inclusion, and closing opportunity/achievement gaps for historically marginalized students ● Excellent teamwork and collaboration skills ● Excellent interpersonal and relationship building skills ● Driven to succeed and committed to continuous growth and improvement ● Great planning and organizational skills ● Able to effectively lead and influence others <p>The following skills and abilities are preferred or desirable:</p> <ul style="list-style-type: none"> ● Demonstrated success in systemic school or district improvement initiatives ● High level of professionalism (competence, integrity, open, honest, trustworthy, transparent) and customer service ● High level of resilience, and social and emotional skills
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Frequency Code	Description
Sometimes	S activity may exist sporadically, but not on a consistent basis.
Occasionally	O activity exists on a consistent basis for less than 1/3 of the time
Frequently	F activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C activity exists for 2/3 or more of the time
Not Applicable	NA activity is not present in the position

PHYSICAL EFFORT AND STRESS.

Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	F	X	
STANDING	F		X
WALKING	F		X
SEEING	F	X	
HEARING	F	X	
TALKING	F	X	
DEXTERITY (hands/fingers)	F	X	
USE OF COMPUTERS AND EQUIPMENT	C	X	
LIFTING			
up to 10 lbs.	F	X	
10-25 lbs.	O		X
25-50 lbs.	O		X
50-100 lbs.	S		X
100+ lbs.	S		X

CARRYING			
up to 10 lbs.	F	X	
10-25 lbs.	F	X	
25-50 lbs.	O		X
50-100 lbs.	O		X
100+ lbs.	O		X
BENDING/STOOPING	F	X	
PUSHING/PULLING	S		X
TWISTING	S		X
CLIMBING	O		X
BALANCING	NA		X
CROUCHING	S		X
KNEELING	S		X
CRAWLING	NA		X
REACHING (i.e., overhead)	S		X
HANDLING	F	X	
DRIVING	O	X	
REPETITIVE MOVEMENTS (hands, feet)	S		X
MANAGING STRESS	F	X	
RESOLVING CONFLICTS	O	X	

[Click here](#) for a definition of each of the physical demands listed above

WORKING CONDITIONS/ENVIRONMENTAL FACTORS:

All conditions common to a school building including, but not limited to, the following (indicate appropriate code from above):

	<i>Frequency Code</i>		<i>Frequency Code</i>
EXPOSURE (dust, dirt)	C	EXPOSURE (hazardous equipment)	NA
EXPOSURE (extreme heat – non-weather, flames)	NA	EXPOSURE (chemicals, hazardous materials)	NA
EXPOSURE (extreme cold – non-weather)	NA	Uneven Terrain	S
EXPOSURE (fumes, odors)	S	Outdoor Weather Condition	S
EXPOSURE (viruses, infectious diseases)	S	Vibration/Noise	S
EXPOSURE (water)	S	Heights	NA

OTHER DUTIES AND QUALIFICATIONS:

This general outline illustrates the type of work, which characterizes the Job Classification. It is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities and qualifications that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NON-DISCRIMINATION:

EWSD is committed to maintaining a work and learning environment free from discrimination. Employment decisions are based on merit and business needs, and not on the basis of race, color, ancestry, religion, gender, age, marital/civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, disability, gender identity, genetic information or other protected class as defined and required by state and/or federal laws.