

## **DENAIR UNIFIED SCHOOL DISTRICT**

<b>CLASS TITLE:</b>	LEARNING DIRECTOR, HIGH SCHOOL - PUPIL PERSONNEL
<b>IMMEDIATE SUPERVISOR:</b>	Site Principal
<b>CONTRACT:</b>	206 Days / Year
<b>HOURS:</b>	8 Hours / Day
<b>CLASS:</b>	Certificated Management
<b>SALARY AND BENEFITS:</b>	Certificated Management Salary Schedule

### **BASIC FUNCTION:**

The Learning Director is classified as certificated management and is under the direction of the Site Principal. The Learning Director shall utilize effective administrative skills to assist in providing general management, instructional leadership, pupil personnel services, and supervision of the school in order to provide the highest quality educational and personal growth experience possible for students. In the absence of the Principal, the Learning Director will serve as the Principal's designee.

### **REPRESENTATIVE DUTIES:**

The Learning Director shall be assigned by the principal specific duties based upon site needs, credential, experience and professional expertise in site relevant areas as follows:

- Custodian of student records.
- Assist Activities Director and Athletic Director with campus safety both during the school day and at co- and extra-curricular activities.
- Assist in event supervision, i.e. prom, dances, open house, Back to School.
- Serve as a member of the site management team.
- Site coordinator for testing program, i.e. STAR, SAT, careers.
- Assist in managing and implementing site programs and projects.
- Participate in and lead parent, teacher, and student groups.
- Assist Principal with student discipline.
- Counseling and guidance activities.
- Assist Principal with graduating class activities.
- School/Home Communications.
- Student Study Team participant and/or leader.
- Development of Accommodation Plans as per Section 504 of Americans with Disabilities.
- Special Education Program and Individual Education Plan Meetings (I.E.P.).
- Assist with supervision of alternative education programs/"at risk" student programs.
- Arrange personal and small group counseling for students, as needed.
- Assist with the supervision of co/extra-curricular activities.
- Special education services.
- Develop plans to support the District in achievement of its goals and implement.
- Assist with implementation of extended year.
- Other duties as assigned.

### **KNOWLEDGE OF:**

- Telephone techniques and etiquette
- Modern office practices, procedures and equipment; operation of common office computer equipment and related software
- Correct business English, vocabulary, grammar and usage, spelling and punctuation
- Record-keeping techniques and time management skills
- District organization, operations, policies and objectives
- Effective personnel practices; training, supervising and providing work direction to others
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

**ABILITY TO:**

- Pass District pre-employment tests
- Print and write legibly; add, subtract, multiply and divide quickly and accurately
- Communicate effectively, both orally and in writing; understand and carry out oral and written directions in an efficient manner
- Demonstrate organizational and time management skills and ability to multi-task and reprioritize tasks; meet schedules and deadlines
- Read, learn, interpret, apply and explain specific rules, regulations, laws, policies and procedures
- Operate computer equipment to input and manipulate data and to generate records and reports; utilize computer software to organize, sort and report data
- Work with the public, District administration, principals, teachers and all classified personnel; establish and maintain cooperative and effective relations with those contacted in the course of work
- Train, provide work direction, guidance, and evaluate the performance of, others
- Maintain confidentiality in the performance of all areas of responsibility

**REQUIRED QUALIFICATIONS:**

- Valid California Teaching Credential.
- Valid California Pupil Personnel Services Credential (both 1 and 2 for Learning Director II)
- A combination of at least three (3) years of experience as a teacher, counselor, learning director or administrator or other related experiences.

**DESIRABLE QUALIFICATIONS:**

- High energy level and the ability to function well under stress.
- Ability to function as a “team player”
- Ability to work long and flexible hours
- Appropriate sense of humor
- Possesses collaboration, communication and problem-solving skills
- Is creative
- Possesses a high level of tenacity and follow through ability.
- Awareness of, and ability to utilize technology.
- Student centered.
- Ability to assist in supervision and evaluation of personnel.
- Previously demonstrated ability to work successfully in a collaborative manner
- Bilingual in the predominant secondary language of the District.

**LICENSES AND OTHER REQUIREMENTS:**

- Possession of a valid California Driver’s License
- Must be bondable
- First aid and CPR training recommended
- Required District staff development in-service training

**PHYSICAL DEMANDS:**

- Visual acuity to see and read a variety of materials and to perform a variety of accounting duties
- Hearing and speaking to exchange information in person and on the telephone, and to communicate so others will be able to clearly understand normal conversation
- Dexterity of hands and fingers to operate a telephone, computer keyboard and other office equipment
- Physical agility to lift up to 25 pounds and carry up to 15 pounds; bending at the waist, kneeling, stooping or crouching to file materials
- Sitting or standing for extended periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely and efficient fashion

BOARD APPROVED: June 13, 2002