



Job Title: **Evidence Based Learning Administrator**

Department: **Evidence Based Learning**

Supervisor: **Director of Evidence Based Learning**

Lane Placement: **Administrative Lane 4-5**

Schedule: **8 hrs/242 days** Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

Under the direction of the Director of Evidence Based Learning, the Evidence Based Learning Administrator will provide District leadership and support to schools in order to implement high quality curriculum, evidence based instructional practices, and college-career ready programs and supports. This administrator will also work collaboratively across District departments to support educator evaluation, sustain the CSD academic framework and align curriculum for all students. To this end, collaboration with institutions of higher education, grant writing, and professional learning will be essential. This position will focus primarily on the secondary level.

ESSENTIAL FUNCTIONS

- Providing leadership and expertise in the areas of curriculum, instruction, and formative assessment;
- Providing leadership and expertise in teaming structures for systematic school improvement (e.g. Building Leadership Teams, Instructional Professional Learning Communities)
- Facilitating systematic personnel development and systems supports in scientifically, research based instruction and intervention (planning, developing, coordinating, implementing, and monitoring).
- Evaluating, supporting, and coaching educational professionals.
- Working collaboratively with University, Governmental and local education agencies.
- Keeping abreast of current educational research and practices;
- Providing professional learning activities;
- Developing protocols, manuals, and resources that support the implementation of the CSD Academic framework;
- Completing grants to sustain funding and support innovative practices;
- Participating on District teams and committees.
- Supporting the CSD academic framework and college readiness practices.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administrative/Supervisory (K-12)".
- Requires a Master's Degree from an accredited college or university.
- Incumbent must be fingerprinted and clear a criminal background check.
- Administrative experience in secondary schools;
- Excellent verbal and written communication skills;
- The ability to facilitate discussions and collaboration;
- Background in curriculum development and implementation;
- Demonstrated strong analytical skills and abilities;
- Growth mind set and willingness to learn;
- Ability to effectively present information and respond to questions from principals, directors, cabinet, employees or the general public.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Requires a valid driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: _____ 11/01/2019 _____