



## Job Description

### Learning Director of the international program

Under the regulations of the Board and the supervision of the Director General, the Learning Director of the international program plans and directs the educational and instructional programs of the school, coordinates and interprets the curriculum through appropriate school office staff and school principals and coordinates an evaluation process for all programs, oversees the school's instructional technology, special education, and career technology programs. Plans and directs the program of human resources for certificated and classified employees, including recruitment, selection, employment, and evaluation of the staff of the school in keeping with legal requirements and Board Policy.

#### A. Curriculum

1. Evaluates, refines, and recommends course of study revision.
2. Coordinates the development of new courses and revision and/or deletion of existing courses.
3. Directs the implementation of Board approved curriculum.
4. Prepares future need projections for educational programs.
5. Directs textbook and library inventory, selection, procurement, and distribution.
6. As directed, serves as liaison in curriculum concerns with feeder elementary schools, colleges, and universities.
7. Assists in the implementation of the Guiding Statements and the definition of Learning related to curriculum and instruction.



8. Assures compliance of Board Policy and recommends revisions in a timely manner.

#### B. Educational Programs

1. Coordinates and provides leadership to the special programs and services of the School.
2. Develops and coordinates educational needs assessment of the School.
3. Provides progress reports on the school's educational programs as requested from the Director General and the school Board.

#### C. Other

1. Coordinates and supervises the efforts of the Information Technology Department.
2. Directs studies of graduation requirements and prepares recommendations for revision of graduation requirements.
3. Files required reports with for accreditation as required.
4. Provides leadership in reviewing and revising the guiding statements related to curriculum, instruction, and student services.