



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Executive Director for Teaching and Learning
Payroll/Personnel Type:	12 Month
Job #:	8643
Reports to:	Chiefs of Schools
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$175,000

Position Summary:

Under the direction of the Chief of Schools and in collaboration with other Academic Office staff, the Executive Director for Teaching and Learning is responsible for ensuring a guaranteed and viable curriculum for each PK-12 student. The Executive Director leads, designs, plans, develops, implements, and monitors district-wide curriculum and instructional programs for PK-12 across all content areas. The Executive for Teaching and Learning will supervise and lead a team responsible for ensuring continuous improvement in outcomes for all PreK-12 SLPS students. The Executive Director will work closely with all members of the Academic Office team. Teaching and learning initiatives will be designed and implemented to ensure that SLPS students develop the skills and competencies outlined in the Portrait of a Graduate framework.

Essential Functions:

Leadership:

- Provide leadership in developing a comprehensive plan for curriculum management, including design, delivery, monitoring, student, and program evaluation.
- Identify needs for PreK-12 curriculum development and program improvement.
- Design and conduct reviews of new and existing PreK-12 instructional programs.
- Participate in the selection and evaluation process of staff.
- Assist with the development and management of the budget for the PreK-12 curriculum programs.
- Work collaboratively with the assessment department to collect and analyze data to improve services delivered to schools to support student achievement.
- Identify and apply proven, research-based methods and strategies for the development of curriculum, instructional programs, and assessments.

Program Implementation and Evaluation:

- Collaborate with specialists and school staff in monitoring and evaluating the implementation of the instructional program in the assigned areas.
- Advise school staff regarding instructional-related concerns, problems, and/or adjustments to new situations/curriculum.
- Supervise the evaluation and selection of textbooks, instructional materials, and equipment.
- Coordinate articulation of curriculum between grade and school levels.
- Plan and manage curricular and instructional improvements and disseminate information about successful practices.
- Remain abreast and knowledgeable of national and state trends in program areas to obtain information for essential program improvements.



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- Review best practices, recent literature, and research studies and reports.
- Evaluate findings and submit recommendations for changes or modifications to improve existing programs.

Communication and Collaboration:

- Articulate SLPS's vision and goals to a range of audiences and stakeholders regarding PreK-12 curriculum.
- Collaborate with community and school groups to build their understanding of PreK-12 curriculum and instruction.
- Hold high expectations for staff and use the performance appraisal as a professional growth model to build the capacity of individuals supervised.
- Apply effective processes for decision-making and problem-solving.

Instructional Resources and Technology:

- Support school-based library media programs by assisting school library media staff and developing collections to support instructional programs.
- Plan, coordinate, and support all instructional use of technology by students, teachers, and administrators.
- Administer the Board policy on the evaluation and selection of instructional materials.
- Procure and distribute instructional materials and assist school staff in the utilization of instructional resources.
- Direct the writing, editing, and printing of courses of study, curriculum guides, and pacing guides for teachers to use at all grade levels.

Gifted Education:

- Oversee the development and implementation of differentiated curriculum and instructional strategies for gifted students.
- Collaborate with teachers and administrators to ensure equitable access to gifted programming.
- Lead gifted programming including universal screening, assessment, program planning, and instructional delivery.

STEM (Science, Technology, Engineering, and Mathematics):

- Lead the integration of STEM initiatives across all grade levels to enhance inquiry-based learning.
- Support teachers in implementing research-based STEM instructional practices and curriculum.



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Curriculum Specialists:

- Supervise and support curriculum specialists in the development, evaluation, and implementation of instructional programs.
- Provide professional development and resources to ensure alignment with district, state, and national standards.

MTSS (Multi-Tiered System of Supports) Specialist:

- Ensure the effective implementation of MTSS frameworks to support academic and behavioral interventions.
- Analyze student performance data to drive decision-making and improve outcomes for all learners.

Virtual Programs:

- Oversee virtual learning initiatives, ensuring high-quality instruction and equitable access to online resources.
- Supervise virtual learning staff.
- Evaluate virtual program effectiveness and implement improvements based on student data and stakeholder feedback.

Saturday School:

- Develop and implement instructional strategies to support student learning and academic recovery in Saturday School programs.
- Monitor program effectiveness, student engagement, and instructional quality to ensure alignment with district goals.

Early Childhood Education:

- Oversee curriculum development and instructional practices for early childhood programs to ensure alignment with district and state standards.
- Support early childhood educators with resources, coaching, and professional development to enhance instructional quality.
- Collaborate with community partners and families to strengthen early childhood learning opportunities and school readiness.



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Summer School / Camp SLPS:

- Develop and oversee summer learning programs that provide engaging, high-quality instruction to prevent learning loss and accelerate student achievement.
- Coordinate staffing, curriculum, and resources to ensure effective implementation of summer learning experiences.
- Monitor and evaluate program effectiveness based on student outcomes, participation rates, and stakeholder feedback.

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to increase responsibility and leadership in the position
- Ability to use systems thinking to establish clear goals aligned with local, state, and national mandates
- Ability to align curriculum, assessment, and instruction with local, state, national, and international standards
- Ability to manage people and projects in order to deliver quality products within tight timelines
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Strong skills in curriculum development, assessment design, staff evaluation, and program implementation.
- Excellent communication, interpersonal, analytical, and managerial abilities.

Experience:

- Minimum of five years classroom teaching experience.
- Minimum five years of experience in instructional leadership and supervision
- Must have at least three years of experience as a Building Leader in a district similar to Saint Louis Public Schools.

Education:

- Master's Degree (required)
- Doctorate Degree (preferred) from an accredited college or university with specialization in the area of curriculum and/or administration. Any other applicable endorsements from an accredited college or university
- Valid Missouri Administrative Certification (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle.
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc.
- Light work usually requires walking or standing to a significant degree.



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Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.