



CODE: 16137
UNIT: ADM
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

DIRECTOR – ADVANCED LEARNING EXPERIENCES (ALE)

SUMMARY

This position is responsible for Advanced Learning Experience programs including but not limited to such programs as the K-12 Gifted and Talented Education (GATE) Program, Pre-Advanced Placement (Pre-AP), Advanced Placement (AP), Dual Credit, and K-12 International Baccalaureate (IB) programs, and other programs deemed Advanced Learning Experience for Tucson Unified School District (TUSD).

MINIMUM REQUIREMENTS

Masters degree in education, business administration or related field

Arizona Principal K-12 Certificate or Arizona Supervisor K-12 Certificate with Structured English Immersion (SEI) endorsement, or eligibility to obtain such certification

Arizona IVP Fingerprint Clearance Card.

Three (3) years of experience with GATE, Pre-AP, AP, IB, or Curriculum and Program Development

Five (5) years of teaching and/or experience in school site administration

Experience working with diverse populations

PREFERRED QUALIFICATIONS

Experience working with and presenting Professional Development programs

Arizona Superintendent's Certificate with Structured English Immersion (SEI) endorsement, or eligibility to obtain such certification

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Provide direction and oversight of Advanced Learning Experience Programs and/or sites with planning that is aligned with District strategic goals and objectives.

Develops, coordinates and monitors TUSD Advanced Learning Experience Access and Recruitment Plan and develops goals, in collaboration with relevant staff, for progress to be made.

Reviews and assesses existing Advanced Learning Experience programs, resources, and practices in the District by school site and recommends improvement and/or updating.

Responsible for the planning and deployment of TUSD's ALE programs such as AP Summer Institute and the GATE Summer Institute.

Uses Systems Thinking to lead, manage and administer effectiveness of the department.

Attends, participates, and presents at workshops, conferences, professional development opportunities, and school and community meetings pertaining to Advanced Learning Experience programs.

Responsible for data analysis to report findings that inform the district of the best methods and policies that will ensure an equitable educational experience for Advanced Learning Experience students.

Develops strategic and tactical program plans and goals, including but not limited to developing and administering annual budgets, recruitment of students for ALE programs, and recruitment of appropriate personnel.

Ensures equitable access to Advanced Learning Experience programs by eliminating barriers to ALE enrollment.

Investigates parent, student, staff and community complaints or concerns. Responsible for a satisfactory resolution of the complaints or concerns.

Coordinates with School Administrators or Leadership to ensure College Board and ACT Testing operations are conducted.

Collaborates closely with the College Board and ACT Testing programs to conduct periodic diagnostic reviews to provide professional development to appropriate personnel in TUSD to maximize PSAT, SAT, AP, and ACT Test results.

Represents TUSD and the Advanced Learning Experience Programs to students, district staff, and the community. Acts as a resource for district staff regarding Advanced Learning Experience Programs.

Monitors success of all Advanced Learning Experience students.

Adheres to all court orders, state and federal laws, and District policies and regulations pertaining to Advanced Learning Experience programs.

Shares information with District staff regarding services for students/parents. Interacts and communicates with other departments regarding ALE programs and/or sites.

Writes grants and oversees implementation of grants for ALE programs and/or sites for students.

Keeps current with the latest developments for Advanced Learning Experience programs.

MENTAL TASKS

Communicates. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials. Reads.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Utilizes office equipment such as telephone, computer, printer and copier.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervisory control of staff, which may include interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff, and providing for safety and security.