

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

AREA DIRECTOR OF INSTRUCTION – CENTRAL/ELEMENTARY EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Possess a valid Florida Teaching Certificate covering any of the following:
Administration/Supervision, Educational Leadership or School Principal.
- (3) Minimum of three (3) years teaching and/or five (5) years successful administrative experience in public education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the teaching / learning process and local, State and national policies which impact the school setting. Ability to assist in the development and implementation of a sound budgeting process. Ability to communicate effectively to a variety of audiences in both written and oral forms. Ability to facilitate groups to consensus. Knowledge of conflict resolution strategies. Knowledge of effective schools concepts and principles. Knowledge of Total Quality Management and its significance for continuous quality improvement in education. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with other departments and agencies. Possess advanced interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvements. Knowledge of national, State, and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement education. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Ability to understand the Course Code Directory and Florida statues related to curriculum and instruction requirements. Extensive understanding of the Pupil Progression Plan and ability to interpret it to others. Ability to represent the District at State and regional functions.

REPORTS TO:

Associate Superintendent

JOB GOAL

To assist the Superintendent, Directors and Principals by providing leadership and facilitation for area school operations and the delivery of services to ensure the best possible educational programs throughout the school system.

Supervises:

Assigned Support Personnel
Assigned Curriculum Specialists

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as a staff officer to the Superintendent.
- * (2) Facilitate the flow of information between schools and the Superintendent.
- * (3) Assist principals in integrating the District mission with school improvement initiatives.
- * (4) Assist principals in developing, implementing and evaluating various school programs.
- * (5) Serve as a member of the Superintendent's Leadership Team.
- * (6) Coach and / or mentor and form partnerships with principals in a developmental growth process.
- * (7) Provide leadership for school improvement activities in area schools.
- * (8) Conduct on-site visits to schools and participate in the resolution of issues.
- (9) Assist principals and the personnel department in the transfer or assignment of personnel and programs between / among area schools.
- * (10) Assist principals in the preparation, implementation and review of budgets.
- * (11) Coordinate articulation activities among all levels of school principals.
- * (12) Provide information and advice to the Superintendent regarding the effective and efficient operation of area schools.
- (13) Serve in an ex-officio capacity on District-level committees representing area school principals.

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- * (14) Assist principals with staffing patterns, facility maintenance / operations, student management, community relations, program operations, organizational patterns, and space utilization.
- * (15) Assist principals with the development and maintenance of technology systems.
- * (16) Involve principals in systematic and team approaches to school leadership and management.
- (17) Guide principals in relevant professional growth and development activities in the pursuit of individual and organizational success.
- * (18) Keep well informed about current trends in education.
- * (19) Assist school principals, as needed, in the recruitment, selection, and appraisal of school-based personnel.
- (20) Assist in the development of administrative guidelines.
- (21) Assist in the development of policies.
- * (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (23) Prepare all required reports and maintain all appropriate records,
- * (24) Provide extensive telephone communication to school administrators, parents, and concerned citizens.
- * (25) Work to develop, maintain, and enhance school-community relations, and provide for liaison among schools and school communities.
- * (26) Identify and synthesize information on needs, and provide liaison for area schools relative to District service functions.
- * (27) Participate in the various school and District accountability programs.
- * (28) Assist in the preparation of the instruction and special programs budget.
- * (29) Coordinate the development, implementation and evaluation of District-wide curricula for elementary education programs.
- * (30) Coordinate the development, implementation and evaluation of innovative curriculum and instructional programs.
- * (31) Coordinate, monitor and evaluate curriculum studies and special projects.
- (32) Assist in the development, utilization, revision and dissemination of instructional program material.
- (33) Assist in maintaining appropriate coordination among the basic instructional program and various special programs.
- (34) Coordinate the infusion of federal and compensatory education with the regular curriculum regarding the effectiveness of program implementation.
- (35) Oversee categorical and special programs and grants for elementary school programs.
- (36) Work with schools and other departments in obtaining information regarding the effectiveness of program implementation.
- (37) Provide assistance for the development and implementation of performance standards.
- (38) Provide assistance for the implementation of the District's Pupil Progression Plan.
- (39) Provide assistance for the Southern Association of Colleges and Schools accreditation process.
- (40) Assist in the development of curriculum and instructional activities designed to achieve priority goals identified through the District's planning process.
- (41) Assist in the development of administrative guidelines for elementary education programs.
- (42) Assist in the development of policies for elementary education programs.
- (43) Administer the Pre-Kindergarten Early Intervention Program, Florida First Start and Even Start.
- (44) Member or alternate member of the Board's negotiating team.
- (45) Coordinate special District-wide student activities such as the Math Tournament and District Spelling Bee.
- (46) Assist in planning and monitoring the District Summer School Program for elementary schools.
- (47) Perform other incidental tasks consistent with the goals and objectives of this position.

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PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel

*Essential Performance Responsibilities

Job Description Supplement Code 4

SALARY LOCATOR: Support Personnel Salary Schedule 4