

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

AREA DIRECTOR OF INSTRUCTION – WEST

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 Blueprint 2000 and 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.

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 including 6-8 programs.
- * (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.
- * (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) Provide assistance for the implementation of the district's pupil progression plan.
- * (18) Provide assistance for the accreditation process.
- * (19) Assist the executive director for instruction and student services in maintaining appropriate coordination between the basic instructional program and various special programs.
- (20) Assist with contests and student recognition programs at the 8th grade banquet.
- (21) Assist in the development, implementation, and evaluation of staff development activities.
- * (22) Assist the principals with interpreting data for long-range planning.

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- *(23) Guide principals in relevant professional growth and development activities in the pursuit of individuals and organizational success.
- (24) Keep well informed about current trends in education.
- (25) Assist school principals, as needed, in the recruitment, selection, and appraisal of school-based personnel.
- (26) Assist in the development of administrative guidelines, of grades 6-8 education programs.
- (27) Assist in the development of school board policies for grades 6-8.
- (28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (29) Prepare all required reports and maintain all appropriate records.
- (30) Provide extensive telephone communication to school administrators, parents, and concerned citizens.
- (31) Work to develop, maintain, and enhance school-community relations, and provide for liaison among schools and school communities.
- (32) Identify and synthesize information on needs, and provide liaison for area schools relative to District service functions.
- (33) Participate in the various school and District accountability programs.
- (34) Direct and oversee periodic assessments of training needs for administrative, instructional, and support personnel throughout the district.
- (35) Coordinate the HRMD (Human Resource Management Development System) program.
- (36) Coordinate school calendar committee.
- (37) Serve as contact and coordinate services of Crown Consortium for Putnam County.
- (38) Member or alternate member of the Board's negotiating team.
- (39) Perform other incidental tasks consistent with the goals and objectives of this position.

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