

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR, ELEMENTARY EDUCATION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal by the State of Florida.
- (3) Minimum of five (5) years teaching and administrative experience.
- (4) Experience in elementary education.

KNOWLEDGE, SKILLS AND ABILITIES:

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 in education. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida statutes related to curriculum and instruction requirements. Extensive understanding of the Pupil Progression Plan and ability to interpret it to others. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at State and regional functions.

REPORTS TO:

Executive Director for Curriculum & Instruction

JOB GOAL

To provide leadership, coordination, and support for learning programs and activities to provide high quality programs to students throughout the District.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate the planning, implementation, articulation and evaluation of relevant curriculum and instructional programs.
- * (2) Coordinate the development, implementation and evaluation of District-wide curricula for elementary education programs.
- * (3) Coordinate the development, implementation and evaluation of innovative curriculum and instructional programs.
- * (4) Coordinate, monitor and evaluate curriculum studies and special projects.
- * (5) Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- * (6) Provide oversight for the District's assigned special programs.
- * (7) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.
- * (8) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- * (9) Assist school personnel in initiating and implementing new programs.
- (10) Assist in school improvement initiatives.
- (11) Assist schools in keeping abreast of State mandates, District initiatives, and opportunities for participation in grants or special programs.
- (12) Assist in the development, utilization, revision and dissemination of instructional program material.
- (13) Assist in maintaining appropriate coordination among the basic instructional program and various special programs.
- * (14) Coordinate the infusion of federal and compensatory education with the regular curriculum regarding the effectiveness of program implementation.
- (15) Oversee categorical and special programs and grants for elementary school programs.

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- *(16) Work with schools and other departments in obtaining information regarding the effectiveness of program implementation.
- *(17) Provide assistance for the development and implementation of performance standards.
- (18) Provide assistance for the implementation of the District's Pupil Progression Plan.
- (19) Provide assistance for the Southern Association of Colleges and Schools accreditation process.
- *(20) Monitor assessment test and Vital Sign results and take steps to promote student achievement in areas needing improvement.
- (21) Assist in the development of curriculum and instructional activities designed to achieve priority goals identified through the District's planning process.
- (22) Work with appropriate personnel in the planning, modification and construction of school facilities.
- (23) Assist school principals, as needed, in the recruitment, selection, placement and appraisal of school-based instructional personnel.
- (24) Assist in the development of administrative guidelines for elementary education programs.
- (25) Assist in the development of policies for elementary education programs.
- *(26) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (27) Assist in the development, implementation and evaluation of staff development activities.
- *(28) Prepare all required reports and maintain all appropriate records.
- (29) Assist in the preparation of the budget.
- (30) Maintain a close working relationship with school personnel to ensure articulation of programs and services.
- *(31) Administer the Pre-Kindergarten Early Intervention Program.
- *(32) Coordinate special District-wide student activities such as the Math Tournament and District Spelling Bee.
- *(33) Administer special grant programs such as Florida First Start and Even Start.
- *(34) Assist in planning and monitoring the District Summer School Program for elementary schools.
- (35) 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 as 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 3

SALARY LOCATOR: Support Personnel Salary Schedule 4