

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Director, Elementary Education **Job Code:** 63016
Job Classification: 01 Instructional, District-Based Administrator **EEO Line:** 03
Job Class Category: D Administrative Personnel **Job Description Supplement Code:** 3
Reports to: Assistant/Area Superintendent **Salary Locator:** Support Schedule 4
Instruction/Curriculum Development Services

SUMMARY:

To influence directly, and indirectly through the elementary administration, the accomplishment of the District's educational goals through the development, planning and implementation of curriculum, professional development, school improvement initiatives, administration evaluation and the overall elementary education department.

QUALIFICATIONS:

- (1) Master's Degree or higher from an accredited educational institution
- (2) Eight (8) years or more successful experience in education with at least five (5) years administrative experience at the building level or higher
- (3) Certification in Educational Leadership or School Principal by the State of Florida
- (4) Satisfactory criminal background check
- (5) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) Skill in developing procedures and criteria for exceptional student programs
- (3) Ability to make decisions and final recommendations which routinely affect the activities of an entire department/facility/school
- (4) High degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
- (5) Competency to supervise established departmental, facility or school wide objectives.
- (6) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (7) Knowledge of district, facilities, curricula, learning activities, materials and supplies, support services and teaching practices
- (8) Knowledge of state and District educational requirements and initiatives
- (9) Ability to submit, administer and evaluate federal grants for Elementary Education programs
- (10) Administrative experience in the following areas desired: Curriculum, Instruction, Staff Development, Data Analysis, Assessment, Multi-cultural Education and Planning
- (11) Ability to adjust tasks and schedule to changed priorities

SUPERVISES:

Professional, Instructional and Support Employees
Instructional Trainers and Coaches

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Attend Board meetings upon request and prepares reports for the Board as requested
- (3) Assists the Department Director in cooperation with other executive level administrators, in effectively coordinating the District's elementary educational programs
- (4) Provides leadership in the development, implementation and administration of a progressive elementary educational program including: school improvement goals, building management, master schedule development and budget

- (5) Formulates proposals for revision and development of Board policies related to elementary education
- (6) Collaborates with the Director of Secondary Education and the Department Director to ensure a consistent Pre-k-12 flow of educational experiences
- (7) Provides leadership for the assessment of current instructional practices and curriculum and makes recommendations for improvement in elementary educational programs
- (8) Assists Staff Services Department with hiring and evaluation practices relating to elementary education including classified or certified staff members and administrators
- (9) Assume leadership role in elementary curriculum planning, implementation of state standards and development of graded courses of study
- (10) Administers the elementary textbook selection and adoption program in cooperation with curriculum committees
- (11) Directs the establishment of and evaluation of professional development experiences for elementary administrators, certificated staff and non-certificated personnel
- (12) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate records.
- (13) Work cooperatively with adults assigned (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (14) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (15) Attend required staff meetings and serve, as appropriate, on staff committees.
- (16) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (17) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (18) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law as needed
- (19) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (20) Performs all other tasks and assumes such responsibilities as assigned by Department Director or Superintendent

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2004

Amended: June 17, 2014