

Twin Falls School District #411
Job Description

Job Code: 1.01.01A
Job Title: Director, Elementary Programs PreK-6
Department: Administration
Reports To: Associate Superintendent of Standards, Assessment, Accountability
FLSA Status: Exempt, 12-month year (255 day contract, salary as per administrator's salary schedule, 20 vacation days, one sick day per month, and three personal leave days/year).
Salary Range: Per district administrative salary schedule, minimum salary of \$55,530
Prepared By: Human Relations
Prepared: 04.07.06
Approved By:
Approval Date:

Supervises: Directly supervises PreK-6 office support staff; PaLSTEP project director; PreK-6 federal program staff; other staff as assigned

JOB GOAL Under the direction of the Associate Superintendent, provide leadership in the development and improvement of PreK-6 instructional programs to improve student learning and the school district as a learning organization.

QUALIFICATIONS (minimum)

- Master's Degree
- Meet state certification requirements
- At least six years of successful education experience
- Such alternatives as the board may find appropriate and acceptable

Desired

- Two years of experience in educational administration

ESSENTIAL DUTIES include the following (or other duties assigned by Superintendent or Board)

Curriculum Standards

- Guide the development, implementation, and evaluation of power standards, PreK-6.
- Coordinate efforts to ensure PreK-6 curriculum is aligned with state and district power standards and evaluation processes.
- Coordinate all formal efforts of staff in projects of PreK-6 curriculum improvement.
- Oversee development, implementation, and evaluation of assessments and instructional services for program needs PreK-6.
- Study, evaluate, and recommend adoption of new instructional materials, methods, and programs, PreK-6.
- Maintain a curriculum library for PreK-6.
- Disseminate information relative to district standards and instructional programs, PreK-6.

Assessment/Data Analysis

- Assist with implementation of state-directed testing, PreK-6.
- Assist with data analysis for grades PreK-6.
- Work collaboratively to develop district wide goals and plans to meet federal and state mandates, specifically with relation to NCLB and AYP.
- Identify elements of the district's student assessments for grades PreK-6 to promote individual student achievement and, in aggregate form, to promote program improvement.
- Establish/Maintain procedures to review data to determine student achievement for grades PreK-6.
- Develop support materials to facilitate academic growth, PreK-6.
- Review student achievement data and develop instructional, curricular, and assessment strategies specific to the learning needs of Title students PreK-6.
- Stay informed on research, trends, and developments in education and assessment.
- Remain informed as to the operation of district instructional programs PreK-6 for the purpose of evaluating programs and improving teaching procedures.

Staff Development

- Promote and support professional development opportunities and training that support school improvement initiatives and processes.
- Provide leadership to ensure and promote the academic objectives as they pertain to grades PreK-6.
- Coordinate efforts with other directors and building principals to appraise and improve staff performance.
- Observe teachers in their classrooms, upon request of principals, and offer insights for the enhancement of the teaching/learning situation.
- Work with associate superintendent and other directors to guide the district in implementing the school improvement process and directing the operation of the Quality Schools Committee meetings

Program Implementation

- Work collaboratively with schools, departments, and stakeholders in developing district wide goals and plans to achieve those goals.
- Work with administration and instructional staff to assess and implement district-approved initiatives.
- Study, evaluate, and recommend adoption of new instructional materials, methods, and programs for PreK-6.
- Recommend addition of new courses/programs for PreK-6.
- Assume leadership role in developing curriculum and assessments for any PreK-6 course newly mandated by the legislature or the board.
- Coordinate and administer programs related to after-school/extended day programs.
- Coordinate and administer programs related to Gifted/Talented program for Pre-K-6

Program Improvement/Federal Programs

- Coordinate the work and focus of curriculum special programs to help improve student achievement and learning, PreK-6.
- Coordinate federally and state funded programs (i.e., Title, Migrant, Homeless) as they apply to PreK-6 instruction.

Budget Preparation

- Submit and manage an annual budget based on PreK-6 grade instructional programs needs.
- Coordinate budget preparation for newly approved instructional programs as related to instructional supplies, equipment, and materials for PreK-6.
- Coordinate federal and state-funded program budgets in instructional areas PreK-6.

Oversight/Chair

- Develop and direct appropriate district committees, as assigned by Board of Trustees, Superintendent, or Associate Superintendent.

Supervisory Responsibilities

- Directly supervise secretary to Director of Elementary Programs PreK-6 and other assigned staff, in accordance with the organization's policies and applicable laws, including interviewing, recommendation for hiring, training employees; planning, assigning, and directing work; and appraising performance.

PHYSICAL DEMANDS

- The physical demands and work environment indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions (reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).
- Persons performing service in this position classification will regularly exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods of time. Occasionally, physical requirements include the ability to navigate multi-story buildings during an emergency situation.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

EVALUATION

- Evaluation of personnel conducted in accordance with district evaluation policy

OTHER

Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

License Requirement

- Possession of a valid Idaho Motor Vehicle Operator's License.
- Insurability by the District's liability carrier

Insurance Recommendation

On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business; therefore, personal auto insurance coverage of \$300,000 is recommended.

