

REDLANDS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE Director, Elementary Education

QUALIFICATIONS

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| CREDENTIAL: | <u>Required</u> | Appropriate California Credential |
| EDUCATION: | <u>Required</u> | M.A. or M.S., site or program administrative experience. |
| EXPERIENCE: | <u>Required</u> | Three or more years of successful experience in teaching at the elementary level; a minimum of three years of successful administrative experience, site or program level; demonstrated experience in the development of curriculum and model instructional practices. |
| | <u>Desired</u> | Three or more years of experience as a principal. Experience in management of curricular and instructional programs at the elementary level. |

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent of Educational Services, the Director, Elementary Education assists in the planning, development and implementation of the district's instructional programs at the elementary level and provides leadership in the ongoing development and improvement of the district's elementary programs; supports the accountability and assessment efforts of the District's TK-5 programs; works collaboratively with other district leaders and staff to develop processes and products that successfully support educational programs.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Educational Services, the duties and responsibilities of the Director, Elementary Education will be as follows:

1. Serves as a leader and primary contact in matters relating to elementary instruction, curriculum development and evaluation.
2. Facilitates, implements and assists with the development of a common core state standards-based curriculum in all content areas, TK-5.
3. Facilitates, implements and assists in the development of the staff professional development program, grades TK-5.
4. Assesses and sets goals for staff development at the elementary level, and is responsible for communicating those goals to the professional development department.
5. Reviews, researches, prepares and disseminates information pertaining to trends in curriculum development, extended learning programs, and intervention programs.

6. Develops process and timelines for the implementation of standards-based accountability to reflect legislative and state directives.
7. Facilitates the development of the content of TK-5 multiple assessments to align with the district's scope and sequence.
8. Analyzes, reports and interprets student performance data including CAASPP performance tasks and other multiple measures and makes recommendations for instructional improvement.
9. Directs and provides oversight to the district's elementary music program.
10. Develops, submits, and monitors budgets for the operation of assigned programs and services.
11. Coordinates the process of textbook evaluation, selection, and adoption at the elementary level, in alignment with the secondary program.
12. Coordinates the program of ongoing evaluation of curriculum and instruction at the elementary level.
13. Collaborates and supports elementary principals in the continuing evaluation of programs to improve student achievement.
14. Interprets the elementary curriculum, its philosophy, goals, and objectives to the Board of Education, the administration, staff, and general public.
15. Provides district liaison services with the County Office of Education and other agencies on matters pertaining to elementary and preschool education.
16. Coordinates and directs the operation of the district instructional resource center.
17. Supervises, directs, coordinates and/or assists with specially funded programs as assigned, including preschool.
18. Meets regularly with the Assistant Superintendent to discuss important issues that might directly affect the district.
19. Effectively manages elementary level (TK-5) formal and informal parent and Title IX complaints.
20. Regularly conducts classroom observations and instructional rounds at elementary schools to ensure effective communication, support, and educational program efficacy.
21. Supervises and evaluates Elementary Teachers on Assignment (TOA's), assigned certificated and classified personnel.
22. Provides timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools to appropriate district office/school personnel.
23. Maintains and cultivates the external and internal image of the district, its divisions and its schools.
24. Represents the district in community affairs and activities.
25. Coordinates Board of Education agenda items relating to the Director's areas of responsibilities, submitting items in a timely and appropriate manner to the Assistant Superintendent of Educational Services for final review.

26. Attends Board of Education regular meetings.
27. Attends, facilitates and regularly presents at elementary principals' meetings.
28. Coordinates the elementary instructional program in a manner consistent with district goals and objectives.
29. Provides support and oversight to site administrators in the development of school budgets.
30. Coordinates the district and school development and implementation of intervention systems and procedures to improve the attendance, behavior, and academic performance of district at-risk elementary (TK - 5) students.
31. Ensures that elementary schools are adhering to Education Code, new state mandates, and Board policy.
32. Provides support to principals in identifying and placing students appropriately in intervention programs.
33. Supervises and evaluates classified personnel as assigned by the Assistant Superintendent of Educational Services.
34. Supports articulation among and between district instructional levels.
35. Provides support and oversight to site administrators in the development of the Safe School Plan and Injury and Illness Prevention Plan (IIPP).
36. Provides support and oversight to site administrators in the development of the Single Plan for Student Achievement (SPSA).
37. Ensures that all sites meet the state and local compliance requirements regarding daily, weekly and yearly instructional minutes.
38. Manages the process of textbook selection and adoption as well as textbook allocation for the secondary level.
39. Ensures a comprehensive program for the elementary Gifted and Talented Education Students (GATE).
40. Performs other duties as assigned by the supervisor.