

Director of Elementary Education and Staff Development Job Description

Qualifications

1. Minimum of a masters degree in administration or supervision.
2. Three years successful teaching experience.
3. Three years successful administrative experience.
4. A demonstrated ability to work effectively with people.

Immediate Supervisor: Assistant Superintendent for Instruction

Duties and Responsibilities:

1. Provide purpose and direction for schools/county.
2. Demonstrate cognitive skills to gather, analyze, and synthesize information to reach goals.
3. Managing consensus and group behaviors.
4. Enhance quality of total school/county organization.
5. Organize and delegate tasks to accomplish goals.
6. Communicate effectively.
7. Display leadership and support in all areas of responsibility.
8. Establish and implement an improvement process for all areas of responsibility.
9. Establish good public and employee relations in all areas of responsibility.
10. Maintain professional work habits.
11. Maintain and upgrade professional skills
12. Evaluate personnel under his/her supervision.
13. Provide general supervision to elementary school principals, teachers, and other personnel.
14. Visit elementary school classrooms on a regular basis to observe instruction, and work with teachers and principals to improve instruction and teacher performance.
15. Supervise and coordinate all curriculum in the elementary schools.
16. Plan, coordinate, and/or present inservice for elementary school principals and teachers in curricular areas.
17. Serve on all elementary school curriculum committees (textbook adoption, curriculum guide preparation, etc.) and/or local and state committees, as assigned, in an advisory or membership capacity.
18. Advise principals regarding concern relative to student placement, pupil-teacher ratio, teacher evaluation and recommendations, resource materials, testing procedures, etc.
19. Recommend and assist, where necessary, in the ordering of materials and equipment for the County Media Center and for local school-identified needs.
20. Prepare requisitions for all elementary school textbooks.
21. Work with Title I, special education programs, etcetera, to facilitate correlation with the basic instructional program.
22. Assist in interviewing applicants for elementary positions at the request of the

- personnel director.
23. Coordinate and dispense information to teachers and principals concerning curriculum and instruction, from local, state, and federal sources.
 24. Keep abreast of innovations in the field of education through active participation in professional organizations and attendance at appropriate professional meetings.
 25. Coordinate county art show and music honor groups and other academic fairs and contests as assigned.
 26. Administer the county English as a Second Language (ESL) program.
 27. Conduct elections for Staff Development Council members.
 28. Serve as the nonvoting chairperson of the Staff Development council.
 29. Conduct a needs assessment of all personnel at least every three years.
 30. Prepare a summary of needs from local and state assessments and submit them to the Staff Development Council.
 31. Prepare, with the approval of the Staff Development Council, the annual county plan for staff development. The plan shall consist of program components for the job related training required of all personnel.
 32. Make program objectives available to prospective trainers of professional and/or service personnel.
 33. Coordinate staff development activities for service personnel with appropriate supervisors.
 34. Solicit program proposals from institutions, agencies, groups, or individuals and present them to the Staff Development Council.
 35. Disseminate information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all personnel within the county.
 36. Administer the implementation of the county Staff Development Program.
 37. Maintain records of enrollment, scheduling, and the competencies gained by participants in each approved staff development activity conducted in the county.
 38. Conduct evaluations of all staff development programs conducted in the county.
 39. Work cooperatively with the county administrative/supervisory staff to ensure all required staff development programs are offered.
 40. Perform other job related tasks assigned by the assistant superintendent

Jackson County Board of Education
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