Position Description

POSITION TITLE: Director of Elementary Education

FLSA: Exempt

REPORTS TO: Assistant Superintendent for Academic Services

QUALIFICATIONS:

- Minimum requirements of Master’s degree +30 graduate credit hours with in-depth preparation in school leadership, district leadership, and curriculum, instruction and assessment, Doctorate preferred
- Excellent interpersonal and communication skills with staff, parents and patrons
- Demonstrated excellence in written communication.
- Demonstrated success at designing and maintaining a positive, collaborative culture
- Missouri Administrator Certificate (or ability to obtain) with proven experience as a building leader and/or district leader in curriculum, instruction and assessment
- Demonstrated success at designing and leading strategic planning and continuous improvement including the establishment of data priorities to raise student achievement
- Ability to exercise sound judgment on sensitive issues
- Effective public speaking skills

ESSENTIAL FUNCTIONS:

- Communicates with a variety of clientele, including district personnel regarding Park Hill goals, mission, vision, and strategy
- Attends and leads various meetings, including evenings and weekends
- Works collaboratively with all building lead principals (elementary)
- Works with teachers and principals to direct, coordinate and facilitate instructional improvement initiatives
- Collaborates with the Assistant Superintendent for Academic Services in the creation and accomplishment of academic goals and related MSIP Standards
- Visits schools and classrooms to fulfill job responsibilities and evaluates learning climate
- Plans and implements appropriate budgets
Directs the planning and implementation of professional development opportunities for elementary instructional staff

Establishes and executes process for review, update, and revision of district elementary curriculum

Facilitates the acquisition of resources and development of instructional models to ensure the effective deployment of district curriculum

Supervises and monitors programs such as Gifted, ELL, Intervention/Reading Specialist and elementary teacher induction

Identifies, writes, and coordinates grants, as appropriate, to support elementary instructional programs.

Applies a working knowledge of federal, state and district requirements to revise elementary instructional and educational programs.

Maintains current knowledge of effective instructional strategies and practices that support and enhance program effectiveness.

Assumes other additional responsibilities assigned by the Assistant Superintendent for Academic Services