

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### DIRECTOR OF EARLY CHILDHOOD AND ELEMENTARY EDUCATION

##### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in educational leadership or related field.
- (3) Minimum of six years successful educational experience to include supervisory/administrative experience.
- (4) Experience as a principal or assistant principal preferred.

##### KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of learning theory, program planning, development, management, and evaluation. Ability to interpret test results and develop instructional programs to address program needs. Knowledge of effective school concepts and principles. Knowledge of Total Quality Management and its significance for continuous quality improvement in education. Knowledge of state-of-the-art research and best practices in areas of responsibility. Knowledge of statutory and regulatory requirements in areas of people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida Statutes related to curriculum requirements. Extensive understanding of the Pupil Progression Plan to be submitted to the School Board for approval. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions.

##### REPORTS TO:

Superintendent

##### JOB GOAL

To provide leadership and technical support in the planning, development, implementation, and evaluation of high quality early childhood and elementary education programs designed to meet the needs of student throughout the District.

##### SUPERVISES:

Secretary  
Managers of Early Childhood Programs (Head Start, Early Head Start, VPK), and the Teen Parenting Program

##### PERFORMANCE RESPONSIBILITIES:

Board Approved December 14, 1999  
Amendment Board Approved April 15, 2003  
Amendments Board Approved January 19, 2010, February 16, 2010

## **DIRECTOR OF EARLY CHILDHOOD AND ELEMENTARY EDUCATION (continued)**

- (1) Direct and coordinate the planning, implementation, articulation, and evaluation of relevant elementary curriculum and instructional programs.
- (2) Administer District-wide basic, Early Childhood Programs, and elementary education programs.
- (3) Coordinate the development, implementation, and evaluation of District-wide curricula for elementary education programs.
- (4) Direct the development, implementation, and evaluation of innovative curriculum and instructional programs.
- (5) Direct, monitor, and evaluate curriculum studies and special projects.
- (6) Direct and coordinate program planning to involve District and school personnel.
- (7) Develop and oversee state and federal grant projects.
- (8) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.
- (9) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (10) Assist school personnel in initiating and implementing new programs.
- (11) Assist in school improvement initiatives.
- (12) Assist in the development, utilization, revision, and dissemination of instructional program material.
- (13) Maintain appropriate coordination among the basic instructional program and various special programs.
- (14) Develop and monitor an articulation plan for elementary curriculum and instructional programs.
- (15) Develop the District's elementary summer school plan and assist with implementation.
- (16) Coordinate the infusion of federal and compensatory education with the regular curriculum regarding the effectiveness of program implementation.
- (17) Oversee categorical and special programs and grants for elementary programs.
- (18) Coordinate, monitor, and evaluate the Early Childhood Programs (Early Head Start, Head Start VPK), Teen Parent, Drug-Free School, Comprehensive Health, Environmental Education, and Family Services Center Programs.
- (19) Work with the Principal in obtaining information regarding the effectiveness of program implementation.
- (20) Coordinate the development and implementation of performance standards for grades Pre-Kindergarten - 5.
- (21) Provide assistance for the implementation of the District's student progression plan.
- (22) Provide coordination for the Southern Association of Colleges and Schools accreditation process.
- (23) Monitor assessment test and Vital Sign results and take steps to promote student achievement in areas needing improvement.
- (24) Oversee the work of school curriculum resource specialists for elementary programs.
- (25) Assist in the development of curriculum and instructional service activities designed to achieve priority goals identified through the District's planning process.
- (26) Keep well informed about current trends in education.
- (27) Work with appropriate personnel in the planning, modification, and construction of school facilities.

**Board Approved December 14, 1999**

**Amendment Board Approved April 15, 2003**

**Amendments Board Approved January 19, 2010, February 16, 2010**

## **DIRECTOR OF EARLY CHILDHOOD AND ELEMENTARY EDUCATION (continued)**

- (28) Assist school principals, as needed, in the recruitment, selection, placement, and appraisal of school-based instructional personnel.
- (29) Direct the development of administrative guidelines for elementary education programs.
- (30) Assist in the development of policies for elementary education programs.
- (31) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- (32) Assist in the development, implementation, and evaluation of staff development activities.
- (33) Prepare all required reports and maintain all appropriate records.
- (34) Assist in the preparation of budget.
- (35) Provide assistance to principals, assistant principals, and teachers in all areas related to curriculum and instruction.
- (36) Plan and direct district-wide fifth grade academic bowl each year.
- (37) Plan, coordinate, and assist in Project Graduation in high schools.
- (38) Coordinate the Dreamers and Doers Program.
- (39) Coordinate the district-wide Red Ribbon Campaign.
- (40) Serve as school-based representative on the appropriate board, committees, and projects.
- (41) Chair the Instructional Council (elementary).
- (42) Assist in coordination of Discipline Based Art Education.
- (43) Perform other incidental tasks consistent with the goals and objectives of this position.
- (44) Other duties assigned by the immediate administrator or supervisor.

### **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:**

Approved Unit Compensation plan, pay grade 12-15  
12 months  
7.5 hours per day

### **EVALUATION:**

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.