



## Columbia County School District Job Description

<b>Position Title:</b> Director of K-5 Student Learning – Title I		
<b>Department:</b> Student Learning	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Assistant Superintendent of Student Learning in accordance with Policy GBI-Evaluation of Personnel.	
<b>Pay Grade:</b> Administrative Salary Schedule, Grade I	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Assistant Superintendent for Student Learning		
<b>Supervises:</b> Secretary, Instructional Writing Specialist		

### MINIMUM QUALIFICATIONS

**Education:** Education Specialist (Ed.S.) degree or higher in Administration and Supervision or Educational Leadership; Hold L6 or higher Georgia leadership certificate in Educational Leadership

**Essential Knowledge/Skills:** Extensive knowledge of child development and growth, curriculum and instruction, curriculum development, evaluation, change process, staff development design and delivery model, and leadership principles and practices. Extensive knowledge of Board of Education policies, procedures, rules and practices at the state and local levels. Ability to develop and administer the budget process, grants, and major projects or programs.

**Experience:** Minimum of five years successful experience in teaching and in curriculum supervision and minimum of three years successful administrative experience.

### GOAL

This supervisory/administrative position is responsible for directing and overseeing all aspects of curricular and instructional procedures and processes at the assigned level.

The program must be conducted in compliance with policies and procedures of the Board of Education, the Georgia State Board of Education, as well as local policies, and state and federal statutes.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Coordinates the planning, development, implementation, and evaluation of the instructional program including all academic/ exploratory/ guidance/ enrichment/ remedial courses and programs of assigned schools.
- Provides instructional support and assistance to assigned schools through classroom observations and regular meetings with administrators and teachers.
- Assists with the development of sections of the budget that pertain to curriculum and instruction.
- Develops plan for prioritizing the curriculum and continuously validating the implementation of what is taught and tested.
- Coordinates the suggested mapping of the curriculum with input from classroom teachers.
- Monitors and collaborates with each school’s administration to schedule sufficient instructional time to meet the needs of all students.
- Monitors and collaborates with each school’s administration the appropriate grouping of students for effective instruction.
- Monitors and collaborates with each school’s administration and counselors to ensure that all staff are using appropriate data to plan for instructional improvement.

- Assists schools with the data driven development and implementation of the school improvement plan and assists in the evaluation of its effectiveness.
- Assists, in consultation with the principal, beginning teachers or others experiencing difficulty.
- Works collaboratively with the principal, psychological services, and special services to support individual students' needs.
- Promotes effective working relationships between community agencies, organizations, and institutions that may provide resources for the instructional program,
- Works with the Assistant Superintendent of Student Learning to identify instructional technology needed.
- Works with the assigned schools to identify quality staff development (research based for effectiveness) to support school/system improvement.
- Maintains effective communication with the Assistant Superintendent of Student Learning relative to instructional matters and program operations.
- Coordinates and directs all aspects of the Title I Program including the Application, Supplementary Services, School Choice, Parental Involvement, and budget expenditures to assure compliance with all aspects the law.
- Coordinates and monitors all aspects of the Instructional Extension program to assure its effectiveness in meeting student needs.
- Coordinates the planning, development, implementation, and evaluation of the instructional program including all academic/ exploratory/ guidance/ enrichment/ remedial courses and programs of assigned schools.
- Provides instructional support and assistance to assigned schools through classroom observations and regular meetings with administrators and teachers.
- Assists with the development of sections of the budget that pertain to curriculum and instruction.
- Develops plan for prioritizing the curriculum and continuously validating the implementation of what is taught and tested.
- Coordinates the suggested mapping of the curriculum with input from classroom teachers.
- Monitors and collaborates with each school's administration to schedule sufficient instructional time to meet the needs of all students.
- Monitors and collaborates with each school's administration the appropriate grouping of students for effective instruction.
- Monitors and collaborates with each school's administration and counselors to ensure that all staff are using appropriate data to plan for instructional improvement.
- Assists schools with the data driven development and implementation of the school improvement plan and assists in the evaluation of its effectiveness.
- Assists, in consultation with the principal, beginning teachers or others experiencing difficulty.
- Works collaboratively with the principal, psychological services, and special services to support individual students needs.
- Promotes effective working relationships between community agencies, organizations, and institutions that may provide resources for the instructional program,
- Works with the Assistant Superintendent of Student Learning to identify instructional technology needed.
- Works with the assigned schools to identify quality staff development (research based for effectiveness) to support school/system improvement.
- Maintains effective communication with the Associate Superintendent of Student Learning relative to instructional matters and program operations.
- Completes other responsibilities as assigned by the Associate Superintendent of Student Learning.
- Completes other responsibilities as assigned by the Assistant Superintendent of Student Learning.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted

only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** June 9, 2015