



# Wooster City School District

Inspiring World-Class Academic Achievement

## **JOB DESCRIPTION: DIRECTOR, ELEMENTARY EDUCATION**

**RESPONSIBLE TO:** Superintendent

### **DEFINITION:**

Under the direction and supervision of the Superintendent, directs the district's instructional programs at the elementary level and facilitates the ongoing development and alignment of the district's elementary programs; facilitates the content of preK-6 multiple assessments.

### **QUALIFICATIONS:**

1. Master's Degree from an accredited educational institution
2. Certification in Educational Leadership or School Principal by the State of Ohio
3. Minimum of eight (8) years teaching and administrative experience
4. Experience in elementary education

### **PERSONAL QUALIFICATIONS:**

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

### **DUTIES AND RESPONSIBILITIES:**

As assessed by the Superintendent, the results of the Director, Elementary Education's job performance will be as follows:

1. Serves as leader and general resource person in matters relating to elementary curriculum development and evaluation
2. Facilitates, implements, and assists with the development of a standards-based curriculum in all content areas, preK-6
3. Coordinates and implements the staff development program, preK-6
4. Coordinates the elementary instructional program in a manner consistent with district goals and objectives
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 preK-6 multiple assessments to align with the districts Board of Education approved curriculum, and Ohio academic content standards

8. Analyzes, reports and interprets student performance data and makes recommendations for instructional improvement
9. Develops, submits, and monitors budgets for the operation of assigned programs and services
10. Coordinates the process of textbook evaluation, selection, and adoption at the elementary level, in alignment with the secondary program
11. Coordinates the program of ongoing evaluation of curriculum and instruction at the elementary level
12. Works with elementary principals in the continuing evaluation of programs to improve student achievement
13. Interprets the elementary curriculum, its philosophy, goals, and objectives to the Board of Education, the administration, staff, and general public
14. Provides district liaison services on matters pertaining to elementary and preschool education
15. Supervises, directs, coordinates and/or assists with specially funded programs as assigned, including preschool
16. Meets regularly with the Superintendent to discuss important issues that might directly affect the district
17. Effectively handles parents complaints
18. Visits elementary schools regularly to ensure effective communication
19. Supervises and evaluates assigned certified and classified personnel
20. 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
21. Maintains and cultivates the external and internal image of the district, its divisions and its schools
22. Represents the district in community affairs and activities
23. Coordinates Board of Education agenda items relating to the Director's areas of responsibilities submitting items in a timely and appropriate manner to the Superintendent for final review
24. Attends Board of Education regular meetings
25. Attends all principals' meetings
26. Duties as assigned will have been effectively accomplished

Adopted:

Revised:

Reviewed:

Re-adopted: