



Executive Director for Elementary Schools

JOB DESCRIPTION

The Executive Director for Elementary Schools, under the direction of the Superintendent of Schools, directs, develops, coordinates, and supervises instructional programs for grades PK-5.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Master's degree required
- Principal, Mid-Management, or Superintendent Certification required
- Three (3) years of elementary administrative experience
- Experience in Curriculum Development

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of curriculum and instructional practices
- Experience in planning and presenting staff development
- Considerable knowledge of and skill in conducting formal investigations
- Ability to effectively respond to inquiries and complaints in a timely manner
- Experience in planning and presenting staff development
- Demonstrated written and oral communication skills
- Demonstrated organizational and supervisory skills
- Knowledge of standards based instruction, National Staff Development standards, TEKS, current instructional and assessment research
- Knowledge of data types
- Ability to read and interpret data
- Presentation skills, interpersonal skills, excellent organization skills, and basic technology skills

DUTIES AND RESPONSIBILITIES

1. Plans, implements, and evaluates instructional programs with staff teachers and principals, including learning objectives, instructional strategies, and assessment techniques
2. Applies research and District studies to improve the content, sequence, and outcomes of the teaching/learning process
3. Works with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis
4. Involves instructional staff in evaluating and selecting instructional materials to meet student learning needs
5. Demonstrates responsible fiscal control over assigned program budgets, ensuring that fiscal resources address the mission of the District
6. Collaborates with campus administrators to analyze assessment data and develops campus improvement plans based on this data
7. Supervises PK-5 content area Instructional Specialists and Coordinators
8. Facilitates the appropriate use of technology in the teaching/learning process
9. Provides for two-way communication channel with principals, teachers, staff, parents, and community
10. Ensures that district goals and objectives are developed with the involvement of specialists, teachers, parents, and/or students, when appropriate
11. Demonstrates skills in conflict resolution with administrators, parents, teachers, staff, and community
12. Participates in the district-level decision process to establish and review the District's goals and objectives and major classroom instructional programs of the District
13. Actively supports the efforts of others to achieve District goals, objectives and the campus performance objectives (academic excellence indicators)
14. Monitors student achievement data and interprets, reports, and acts on results

15. Collaborates with Assistant Superintendent for Curriculum and Instruction to develop the instructional calendar
16. Confers regularly with assigned staff to discuss performance; jointly develops improvement objectives to identify professional growth opportunities
17. Secures consultants, specialists, and other community resources for elementary principals and supervises instructional staff to assist in attaining objectives
18. Provides effective staff development activities by using the mission of the district, program evaluation outcomes, and input from teachers and others
19. Implements the policies established by federal and state law, State Board of Education rule, and the local Board policy in the area(s) supervised
20. Defines the program and fiscal needs in the budget development process, ensuring that fiscal resources address the mission of the District
21. Ensures the instructional services are effective in supporting the teaching/learning process
22. Supports District and campus rules for conduct
23. Communicates District curriculum, instructional practices, accomplishments, goals, and instructional initiatives to parents and community; solicits their input on these instructional issues
24. Prepares, with the approval of the Superintendent, bulletins, brochures, and reports on the instructional program for distribution to lay groups and the general public
25. Prepares requests for the Board, as required by law, on student achievement
26. Monitors professional research and disseminate ideas and information to other professionals and provides leadership in identifying trends and opportunities, as well as solves problems facing the profession
27. Observes professional and ethical standards in accordance with generally accepted community standards and the Texas Education Agency code of ethics
28. Supervises elementary campus principals
29. Facilitates policy review and revisions and the development and revisions of the administrative procedures and employee handbooks
30. Researches cases, gathers supporting documentation, and prepares written responses with recommendations for appropriate action
31. Assists legal counsel in preparation of complex cases that involve potential lawsuits against the District
32. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

PAY SCALE: PE9

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.