

Director Elementary Education
New Hanover County Schools

Job Description

Class: Administrative
Dept: Instructional Services

TITLE: Director

- QUALIFICATIONS:**
1. Master's degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
 2. Five years experience in elementary school administration, with at least 2 years experience as principal of an elementary school or equivalent experience required.
 3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Assistant Superintendent Instruction & Academic Accountability

JOB GOAL: To assist the Assistant Superintendent in creating and maintaining high quality teaching that promotes academic excellence for all students.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Liaison to the Assistant Superintendent of Instruction & Academic Accountability in planning, developing, coordinating and evaluating district wide instructional related initiatives for grades K-5.
3. Plan, direct, supervise, assign and evaluate the system's long and short term goals for academic improvement that align with the standard course of study for grades K-5.
4. Provide models of research-based best teaching practices and strategies.
5. Assist administration by identification, evaluation and recommendation of resources that enhance academic performance for all groups of students in grades K-5.
6. Coordinate and support curriculum implementation with all teachers including summer education initiatives in grades K-5.

7. Serve as a liaison between the county and the State Department of Public Instruction for grades K-5.
8. Prepare grant application to receive Federal funds to implement Title I Program; monitor grant expenditures, ensure program is implemented within Federal rules and regulations. Review school plans and budgets; visit schools to review documentation.
9. Monitor and keep records of Title I program and funds allocated to the Local Educational Agency. Create, prepare and submit required local, state and federal reports.
10. Facilitate the development of systems, policies, and procedures to streamline operational functions and minimize duplication of efforts and redundancies within the school/department offices.
11. Develop methods for interaction between employees and managers concerning job responsibilities in order to enhance job satisfaction; solve job-related problems and improve organizational effectiveness; assist in creating an environment that emphasizes a commitment to service.
12. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
13. Perform other duties and responsibilities as requested by the Assistant Superintendent of Instruction & Academic Accountability.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/Contract/FLSA Exempt

Starting Salary and/or Grade: SA V

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved Instructional services.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.

- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.