

Title: Director of Instruction: Elementary PK – 6 (FLSA Exempt)

Performance Responsibilities:

Design and Evaluation-Supervises the design and evaluation of elementary instruction and the school health program.

- Develops comprehensive goals and objectives to insure effective elementary instruction and school health programs.
- Initiates the review and improves programs on an annual basis.
- Makes annual projections of program needs, including professional and non-professional personnel requirements, programs and facilities.
- Directs the development of instructional objectives which help teachers to meet the goals of the School System.
- Plans, implements and supervises system wide testing of elementary instructional effectiveness.
- Coordinates the review of evaluation results in order to improve elementary instruction.

Any and all duties as assigned by the Assistant Superintendent of Curriculum and Instruction

Leadership-Supervises the work of all elementary personnel.

- Recommends employment of teachers, specialists and auxiliary personnel to work with elementary programs.
- Approves performance and progress of subordinate personnel based on systematic procedures outlined by the School System.
- Directs the development of in-service training for personnel in position for 0-3 years, personnel in position for 4 or more years.
- Initiates recruiting, interviewing, and makes recommendations for employment of professional and paraprofessional staff when needed.
- Supervises the observation and evaluations of classroom instructional practices upon request of supervisor/principal.

Management-Initiates activity necessary to maintain an effective elementary instructional program.

- Initiates practices and procedures designed to assist elementary teachers with instructional practices.
- Initiates the ordering and utilization of instructional aids.
- Directs the instructional practices in the classrooms in order to coordinate teaching procedures throughout the Parish.
- Initiates curricular revision and publication of guides for elementary schools.

Student Services-Supervises procedures which promote the success and well-being of students.

- Works to insure instructional practices designed to meet the present and future needs of students.
- Directs the oversight of classroom procedures to maximize student success.
- Ensures that teachers receive appropriate help to overcome problems related to student success.
- Initiates the gathering of long-range data on the academic success of students who leave the elementary program in order to make improvements in instruction.

School/Community Relations-Initiates procedures and practices which insure effective school/community relations.

- Works to achieve maximum understanding and support of public education.
- Communicates instructional goals, objectives, policies, procedures, and the problems to staff, parents, community and media.
- Confers with appropriate principals, supervisors, and directors to provide a total educational program.
- Provides an open-door policy which allows for suggestions and disagreements.
- Designs and conducts effective meetings which project the professionalism of self and other educators.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications:

- United States citizen or authorized alien
- Requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel
- Physical and mental stamina and ability to perform job functions, tasks, and duties

Terms of Employment: Twelve (12) months

Reports to: Assistant Superintendent of Curriculum and Instruction

Supervises: All elementary instructional personnel.

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position

Printed Name of Evaluatee: _____

Employee Identification Number: _____ Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator

Original – Human Resources

Copy – Site File

Copy – Employee