

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: EXECUTIVE DIRECTOR OF ELEMENTARY LEARNING**

**QUALIFICATIONS:**

1. Master's Degree or higher
2. Successful experience in teaching and/or school administration. Minimum of five years' experience in education
3. Valid Administrator Certification from DESE
4. Ability to communicate, work with students, faculty, administrators, organizations and the general public in an effective and efficient manner
5. Such alternatives to the above qualification as the Board may find appropriate and acceptable

**REPORTS TO:** Assistant Superintendent of Learning

**JOB GOAL:** To assist the assistant superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services with an emphasis on elementary education

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and coordinates the development of the elementary curriculum /instructional /assessment program.
2. Assists with directing and monitoring the implementation of processes related to teaching and learning in elementary schools and programs.
3. Supports elementary principals and supports department leaders through the evaluation of results and implementation of improvement cycles resulting in high levels of student engagement and academic achievement.
4. Assists in the preparation of local, state and federal reports related to elementary education.
5. Supervises and coordinates the elementary summer school program.
6. Serves as a member of the district Professional Development Advisory. Assists with the planning and implementation of district professional development.
7. Develops training opportunities for elementary teachers and administrators regarding effective reading, writing, and mathematics instruction.
8. Develops cooperative partnerships with other districts in regard to literacy coaching and literacy professional development.
9. In collaboration with building principals, provides supervision and evaluation of the elementary instructional coaches (literacy and mathematics).
10. Assists with the district Professional Mentor Program. Assists with the orientation of new elementary teachers to the district.
11. Coordinates and facilitates elementary student teacher/practicum assignments.
12. Assists with the facilitation of the district curriculum council. Prepares agenda items related to elementary school curriculum.
13. Assists building principals in recruitment, selection, and the recommendation for hiring of elementary staff.
14. Consults with building elementary principals regarding teacher development and evaluation.
15. Evaluates elementary building principals.
16. Collaborates with Superintendent's cabinet and the leadership team for the purpose of program development and alignment.
17. Performs such other tasks and assumes responsibility as may be assigned by the Assistant Superintendent and Superintendent.

**PHYSICAL DEMANDS:** Must be able to be mobile between buildings

**TERMS OF EMPLOYMENT:** 12 month contract

TYPE OF POSITION: Exempt

EVALUATION: Annually by Assistant Superintendent of Learning

APPROVED BY SCHOOL BOARD: February 21, 2019