

Lauderdale County Schools
Florence, AL

Job Description

Position: Director of Elementary and Pre-K Instruction

Department: Instructional Operations

Reports To: Assistant Superintendent

FLSA Status: Exempt

Contract Days: 240 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: Master's degree in Administrative Education from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.

Purpose of Job

To provide leadership in the on-going assessment, development, and improvement of the entire elementary instructional program.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides elementary staff leadership to insure understanding of and promote the educational objectives of the system and plans and administers programs of in-service educational activities for instructional personnel.
- Assist in the coordinating of all formal efforts of the professional elementary staff in projects of curriculum improvement.
- Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the system.
- Coordinates the creation of and the editing for publications of all curriculum guides and materials prepared by and to be distributed among the elementary instructional staff.
- Coordinates the selection of elementary textbooks for the system through use of elementary faculty committees.
- Coordinates all programs funded by grants awarded to the system for Elementary Instruction.
- Serves on school district's AdvancED team.
- Assists with ACIP/Local indicator process.
- Establishes a program for the on-going evaluation of instruction and curriculum.

- Assist in the planning, organizing, and implementing of in-service projects and training.
- Meets regularly with administrators and teachers to establish future goals and identify specific training needs of the system's personnel.
- Plans, organizes, and implements system-wide programs for training teachers aides and other paraprofessionals.
- Counsels elementary teachers regarding aide roles and responsibilities in schools.
- Accumulates and disseminates information on new developments in education.
- Performs such other tasks and assumes such other responsibilities as the Superintendent and/or Assistant Superintendent may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance, and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.