

**MIDDLE COUNTRY SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF ELA AND GRANT-FUNDED OPPORTUNITIES, PK-12**

Summary: Provides leadership and direction and supervises ELA and reading programs to ensure that the goals of the district and community are reached. The Director of ELA and Grant-Funded Opportunities reports directly to the Assistant Superintendent for Instruction. The position includes the duties and responsibilities below and other functions as assigned by the Assistant Superintendent for Instruction.

Qualifications: A Master's Degree (minimum)—Post-Graduate Certificate in Educational Administration (SAS/SBL) preferred
OR
Five years teaching experience.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties and Responsibilities:

1. Perform such duties and functions related to the area of specialty as determined by the Assistant Superintendent for Instruction.
2. Supports the development of district and departmental goals, curriculum objectives, and course descriptions.
3. Oversee the ELA and reading curriculum for grades PK-12 in collaboration with the Assistant Superintendent for Instruction.
4. Administration, evaluation, and supervision of ELA and reading curriculum, programs, and staff.
5. Chair the district ELA committees.
6. Provide demonstration lessons upon request.
7. Supervise and arrange ELA programs to enhance curriculum.
8. Oversee the development of benchmark, mid-term and final examinations for PK-12.
9. Develop and make available supplementary materials to enhance ELA curriculum.

10. Development, implementation, and evaluation of discipline-specific Capstone research experiences.
11. Supervise the update and review and revision of ELA units and teacher guides.
12. Identify, evaluate, pilot, recommend and implement instructional resources best suited to the needs of Middle Country students in the areas of ELA and reading.
13. Develop, deliver, and evaluate professional development regarding core curriculum ELA instruction (administrative and instructional staff).
14. Conduct teacher observations as per district guidelines.
15. Provide training for new teachers in use of ELA materials and grade-level core curriculum.
16. Keeps informed of progress and new developments in mathematics. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
17. Provide Input on districtwide budget development and implementation.
18. Provide input to the principals in the preparation of school budgets, purchase requisitions, staffing, student assessments, and/or scheduling
19. Assumes responsibility for the proper handling of funds.
20. Responsible for the inventory of school property and for the security and accountability of that property in coordination with district and building staff.
21. Oversee academic celebrations, competitions, and enrichment opportunities, including the district Humanities Celebration.
22. Work with central administration, directors, coordinators, and principals in the facilitation of district and state student assessments.
23. Ongoing analysis and dissemination of student performance data with focus on the improvement of instructional planning, delivery and student achievement (graduation rate, mastery levels on Regents and AP examinations).
24. Represent discipline-specific needs and perspectives on district committees in order to promote effective programs and instruction for Middle Country students.
25. Coordinate with district and building administrators to support the recruitment, screening, and hiring recommendations of instructional staff.

26. Write and implement the district AIS and RtI plans in collaboration with stakeholders.
27. Complete all required components of the ESSA-Funded Programs Consolidated Grant and School Improvement Grant applications.
28. Oversee all compliance requirements and funding associated with the ESSA-Funded Programs Consolidated Grant; complete and oversee the completion of all grant audit requirements.
29. Research grant opportunities for the district and complete all required application components.

Reports to: Assistant Superintendent for Instruction