MT. DIABLO UNIFIED SCHOOL DISTRICT

DIRECTOR, ELEMENTARY SUPPORT

Summary Definition

Under the general direction of the Assistant Superintendent, Educational Services, is responsible for directing the district's elementary instructional program, overseeing a system of school support including principal coaching, staff supervision, professional development and providing leadership in the ongoing development and improvement of curriculum and instruction in the District.

Directly Responsible To

Assistant Superintendent, Educational Services

Examples of Duties (to include, but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Implement a system of direct support to school sites and administrators to maximize the achievement of all students. **E**
2. Support all elementary principals and their school sites. **E**
3. Assist with the supervision and evaluation of elementary principals. **E**
4. Collaborate with the Director of Secondary Support in coordination and articulation of K-12 programs, curriculum, assessments, professional development and other services. **E**
5. Work collaboratively with other administrators to assure coordination, alignment, and articulation of the District programs. **E**
6. Monitor the implementation of the District's standards-based curriculum. **E**
7. Manage the District assessment program and provide leadership for continued refinement of assessment policy, practices, and guidelines. **E**
8. Supervise, along with the Director of Secondary Support, the implementation of the LCAP. **E**
9. Work with principals and District staff to analyze and evaluate the elementary program. **E**
10. Design and implement a staff development program for all elementary administrators and teachers. **E**
11. Plan and lead regular principals' meetings with agendas that include items of philosophy, principles, methods, and worthy developments in education, as well as matters of an operational nature. **E**
12. Provide leadership in the resolution of complaints and issues of elementary schools. **E**
13. Supervise the textbook adoption processes in cooperation with District staff, principals, teachers, and community members. **E**
14. Promote the articulation of curriculum from grade to grade across all district schools. **E**

15. Support the coordination and management of K-12 categorical programs. **E**
16. Support the preparation of state and federal project applications. **E**
17. Supervise technical support and guidance to sites to comply with district policies, state and federal regulations. **E**
18. Supervise assistance and training in federal and state compliance activities.
19. Responsible for the management of general fund, categorical and grant budgets which relate to the district curriculum and instruction program. **E**
20. Supervise the organization and administration of the District's intervention efforts including, but not limited to summer intervention programs, early back program, and other responses to intervention programs.
21. Monitor the development of the curriculum, selection of materials, selection and training of the staff, enrollment of students and related attendance procedures, communication with parents, and resolution of operational problems.
22. Administer the District's Promotion/Retention policies at the elementary level, including the appeal process.
23. Stay current on state and federal legislations, mandates, guidelines, and curriculum frameworks and disseminate the information.
24. Develop new policies and revise existing District policies on a systematic basis, as needed. Prepare agenda items for the Board meetings, as needed. These will be recommended to the Superintendent for presentation to the Board on a continuing basis.
25. Take leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.
26. Keep the Assistant Superintendent well informed about issues related to elementary schools and elementary programs.
27. Perform other duties as assigned by the Assistant Superintendent or Superintendent.

DESIRED QUALIFICATIONS

Education and Experience: Any combination equivalent to: Post graduate work in school administration, curriculum and instruction, or a related field. Five years of successful experience in increasing responsibility in school administration including successful experience as a principal. Experience in district-wide leadership roles. Experience in directing/supervising the work of others. Experience in staff training and development. Possession of an appropriate school administrative credential.

Knowledge of:

1. Knowledge of principles of organization and management.
2. Knowledge of curriculum and the operation of elementary and secondary schools, alternative, and adult education programs.
3. Knowledge of laws, district policies, and regulations pertaining to elementary and secondary education and related programs.
4. Knowledge of basic elements of instruction.
5. Ability to cope with emergency situations.
6. Ability to exercise good judgment and tact.
7. Ability to work effectively with all segments of the educational community and general public.
8. Ability to speak and write effectively.
9. Ability to analyze problems, make decisions or recommendations, and be responsible for these decisions.
10. Knowledge of the principles of staff training and development.

11. Knowledge of budget development, maintenance, and evaluation.
12. Skill in working with diverse groups and individuals in a manner that achieves district goals.
13. Skill in translating District policy to various employees, individuals, and groups.
14. Ability to supervise and direct a large staff or department.

Skill in:

- Handling confidential information with discretion
- Establishing and maintaining effective working relationships
- Interpersonal skills using tact, patience and courtesy
- Leadership of teams and departments

Environment

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

Physical Abilities

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers Association

Range: Director 1

Adopted by the Board of Education: January 9, 2012

Revised: April 27, 2020