Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Executive Director of Elementary Education and Instruction**

Qualifications:

Credentials: Administrator's, Superintendent Certificates

Education: Master's degree in Education, Administration or related field

Training/Experience Required: 5 years of school administration experience. Must have been a prior Principal.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information; give/receive instructions and respond to inquiries. Includes completing forms. The position requires knowledge of grammatical structure and vocabulary for preparing correspondence from rough draft through proofing of completed material. The individual must communicate in clear, grammatically correct English. In addition, he/she must compose correspondence; train and direct others and provide complex instructions; conduct interviews; use creativity and demonstrate the ability to make public speeches and presentations, as well as prepare complex letters and reports.

Data Recording/Record Keeping: The individual performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Must have command of mathematical skills required to assess and manage data reports, budget management, and other functions connected to quantitative analysis and communication.

Reading and Interpreting: The individual reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Contact with Others: An incumbent in this position has regular contact with other school districts and the public. Must be able to answer information requests from the public interpreting and translating facts and information, explaining situations and concerns and advising them of alternative courses of action. Must be able to manage complaints and communicate professionally with concerned parents and callers. Must use tact and diplomacy, independent judgment, and problem solving. Makes formal presentations; interprets policies and procedures based on experience; provides counseling, negotiations, or mediation techniques as appropriate.

Performance Expectations:
The incumbent/employee will need to:
(A) Be customer focused to resolve problems effectively .
(B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances.
(C) Manage resources with fiscal responsibility while maintaining proper accountability of records.
(D) Manage information and communications with staff and public effectively.
(E) Conduct short- and long-range planning to set and/or attain district goals and objectives.
(F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems.
(G) Collaborate with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals.
(H) Contribute to quality of district programs including extracurricular programs; be involved in personal growth and development.

Job Goal (Purpose of Position): The individual performs supervisory and administrative level duties under limited supervision to assist the Superintendent/Leadership Team in supervision of elementary schools and to serve as a liaison between the elementary principals, assigned curriculum personnel, the Executive Director of Secondary Education and other personnel and the Superintendent. Assists in policy development and enforcement to provide optimum education, service, and productivity.

Essential Job Functions (Performance Responsibilities):
1. Keeps within budgetary means, integrates curriculum activities towards a balanced efficient program of studies that will best serve the needs of students within the Moore elementary schools.

2. Promotes and directs in-service education of the administrative staff in the elementary schools.

3. Works with building principals, departmental chairs, and the Academic Resource Team to originate and revise curriculum and course guides for assigned areas.

4. Assists in coordinating the general instructional program throughout the elementary schools and assigned areas. Facilitates development and evaluation of a data-based school and departmental improvement program in assigned areas.

5. Works with principals – Strives to improve instruction in their respective schools. Anticipates and resolves problems.

6. Serves in a liaison capacity between Superintendent/Leadership Team, elementary school principals, and the Academic Resource Team.

7. Expedites the completion of records and reports as delegated by the Superintendent.

8. Makes recommendations as to selection, promotion, retention and dismissal of elementary principals. Must be responsible for a minimum of one formal evaluation of assigned personnel each year.

9. Makes recommendations to the Superintendent on certified personnel selection, employment and placement for elementary schools.

10. Makes recommendations to the Superintendent on selection, employment and placement of staff.

11. Interprets and supervises personnel established by the Board of Education.

12. Reports regularly to the Superintendent or designee on any development or problem within the district requiring the Superintendent's awareness or action.

13. Attends meetings as assigned by the Superintendent.

14. Serves on committees as the Superintendent directs.

15. Supervises such personnel as the Superintendent may assign either temporarily or regularly.

16. Assumes supervisory responsibility for the coordination and implementation applications for state and federal grant programs in assigned areas.

17. Continuously updates knowledge of changing laws and requirements regarding discretionary funds available to schools.

18. Performs other duties as the Superintendent may assign.

Supervision Exercised: An incumbent supervises all elementary principals and indirectly all staff at various elementary schools. Has responsibility to recommend hiring/firing; develop training, and to evaluate employees.

Reports To: Superintendent

Physical/Mental Requirements and Working Conditions:
Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before large audiences.

Terms of Employment: Twelve-month year (255 days)

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

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