

DIRECTOR OF ELEMENTARY EDUCATION

| DATES (Adopted/Revised)  | GUIDE WORDS  |
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| Adopted August, 1973<br>Revised July, 1982<br>Revised August, 2004 | Director of Elementary Education<br>Elementary Education |

Minimum Requirements:

Hold a valid Idaho certificate in Educational Administration endorsed for the area of responsibility and meet such other requirements as established by the Board of Trustees.

Duties and Responsibilities:

1. CURRICULUM DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT

- 1.1. Direct, supervise and coordinate the program of curriculum development and instructional improvement in elementary education.
- 1.2. Promote and support district in-service programs related to elementary education.
- 1.3. Provide leadership to elementary principals in identifying school needs and establishing educational objectives.
- 1.4. Coordinate and plan, with the Director of Curriculum, the development and evaluation of curriculum, instructional materials, testing and curriculum improvement.

2. STAFF PERSONNEL

- 2.1. In cooperation with the Director of Human Resources, be responsible for the coordination of the assignment, supervision, evaluation, transfer and discharge of all Elementary staff.
- 2.2. In cooperation with the Director of Human Resources, be responsible for the interview and recommendation to Board of elementary principals.
- 2.3. Confer with the Director of Human Resources and make recommendations relative to the selection, assignment, orientation, transfer and evaluation of elementary staff.
- 2.4. Authorize within the budget, the employment and the placement of all personnel assigned in the elementary schools.

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3. PUPIL PERSONNEL

- 3.1. Coordinate the development and operation of educational programs to meet the needs of all elementary students.
- 3.2. Be responsible for a system of placement of all elementary students and for the individual placement of students with special needs as necessary.
- 3.3. Provide for parents and students to transmit concerns to the Director of Elementary Education if the concern generates a problem that cannot be resolved with satisfaction at the building level.

4. FINANCIAL AND BUSINESS MANAGEMENT

- 4.1. Develop and recommend a budget for implementation of the elementary program in all facets.
- 4.2. Supervise the elementary principals in the implementation of the budgetary categories under their direction.
- 4.3. Coordinate with the business office all purchases and expenditures in the elementary area within the limits of the budget. Coordinate with the Director of Curriculum where appropriate.

5. SCHOOL BUILDINGS, EQUIPMENT, AND INSTRUCTIONAL MATERIALS

- 5.1. Participate in the planning of elementary school buildings to insure educational adequacy in cooperation with elementary principals.
- 5.2. Work closely with the Director of Curriculum and elementary principals in the selection of elementary textbooks, supplemental books and materials.
- 5.3. Cooperate with elementary principals to insure proper maintenance and operation of buildings.

6. SCHOOL -- COMMUNITY RELATIONS

- 6.1. Direct and supervise the development of public relations in the elementary schools and be responsible for the evaluation of the effectiveness of each elementary school's communication and public relations program.
- 6.2. Confer with parents and citizens. Interpret policy and philosophy of school district.
- 6.3. Plan and develop programs to mobilize community resources which aid in improving educational opportunities for students.

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7. PROFESSIONAL GROWTH

- 7.1. Promote professional growth of school staff by maintaining a personal program of professional growth.
- 7.2. Participate in professional growth activities for improvement of knowledge and skills through study, travel, conferences, professional meetings, self-appraisal, etc.
- 7.3. Keep informed about current administrative, instructional, and organizational trends in the areas of responsibility.

8. ORGANIZATION AND ADMINISTRATION

- 8.1. Be responsible for the organization, administration and supervision of the program of elementary education.
- 8.2. Make necessary reports concerning the educational program of the elementary schools of the district.
- 8.3. Participate in the Administrative staff team.
- 8.4. Formulate and recommend new or revised district policies affecting the elementary area for the Board.
- 8.5. Attend all meetings of the Board of Education unless excused by the Superintendent and report to the Board concerning the elementary educational program of the district.
- 8.6. Act as administrative head of the school system in the absence of the Superintendent when so assigned.
- 8.7. Be responsible for changing and publishing changes concerning attendance unit boundary lines.
- 8.8. Carry out such additional duties as may be assigned from time to time by the Assistant Superintendent.