

SCHOOL DISTRICT OF DIXIE COUNTY**JOB DESCRIPTION****DIRECTOR, ELEMENTARY AND SECONDARY EDUCATION****QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of five (5) years experience in education, to include at least two (2) years as school administrator or supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, State, and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida Statutes related to curriculum and instruction requirements. Extensive understanding of the Pupil Progression Plan. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Assistant Superintendent for Instructional & Personnel Services by providing leadership, coordination, and support for the development, implementation, and maintenance of optimal educational programs for students throughout the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate the planning, implementation, articulation and evaluation of relevant curriculum and instructional programs.
- * (2) Coordinate the development, implementation and evaluation of District-wide curricula for secondary education programs.
- * (3) Coordinate the development, implementation and evaluation of innovative curriculum and instructional programs.
- * (4) Coordinate, monitor and evaluate curriculum studies and special projects.
- * (5) Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- * (6) Provide oversight for the District's special programs, such as dropout prevention, drug-free schools, Teacher of the Year, Limited English Proficient (LEP) Program.
- * (7) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.
- * (8) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- * (9) Assist school personnel in initiating and implementing new programs.
- (10) Assist in school improvement initiatives.
- (11) Assist schools in keeping abreast of graduation requirements, state mandates, District initiatives, and opportunities for participation in grants or special programs.
- (12) Assist in the development, utilization, revision and dissemination of instructional program material.
- (13) Assist the Assistant Superintendent for Instructional & Personnel Services in maintaining appropriate coordination among the basic instructional program and various special programs.
- * (14) Develop and monitor an articulation plan for secondary curriculum and learning activities.
- * (15) Provide leadership in the use of technology in instruction and serve as the District's Instructional Technology Contact.
- (16) Oversee categorical and special programs and grants for secondary programs.
- * (17) Work with the Assistant Superintendent for Instructional & Personnel Services in obtaining information regarding the effectiveness of program implementation.
- (18) Provide assistance for the development and implementation of performance standards.
- (19) Develop and update the District's Student Progression Plan.
- (20) Provide assistance for the Southern Association of Colleges and Schools accreditation process.
- * (21) Monitor assessment testing and Vital Sign results and take steps to promote student achievement in areas needing improvement.
- * (22) Serve as District Contact for School Improvement and Accountability.
- (23) Assist in the development of curriculum and instructional activities designed to achieve priority goals identified through the District's planning process.
- * (24) Keep well informed about current trends in education.
- (25) Provide input into the planning, modification and construction of school facilities.
- (26) Assist school principals, as needed, in the recruitment, selection, placement and appraisal of school-based instructional personnel.
- (27) Assist in the development of administrative guidelines for elementary and secondary education programs.
- (28) Assist in the development of policies for elementary and secondary education programs.
- * (29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (30) Assist in the development, implementation and evaluation of staff development activities.
- * (31) Prepare all required reports and maintain all appropriate records.

- (32) Assist in the preparation of the budget.
- (33) Maintain a close working relationship with school personnel to ensure articulation of programs and services.
- (34) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5