Job Title:	Executive Director, Elementary Education Effectiveness
Department:	Elementary Education
Reports To:	Assistant Superintendent, Elementary Education
FLSA Status:	Exempt
Salary Schedule:	EA lane 01

SUMMARY

The Executive Director of Elementary Education Effectiveness is responsible for planning, monitoring, and directing elementary academic support services to include coordinating elementary curriculum and instruction, managing learning and development for teachers and administrators (PLC's), and advising appropriate administrators on issues within assigned area of responsibility. The Executive Director also assists in the development and monitoring of identified budgets, formulation of both short-term and long-range plans and strategies, guiding of policy development and program service design, coordinating of services implementation, and ensuring compliance with state and federal regulations.

Executive Directors will be in each of their assigned schools on a regular basis and highly involved to be intimately familiar with the school administration, staff, building operation, and overall culture and climate of the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES ***may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

The following duties and responsibilities are performed within the assigned areas of responsibility as allocated by the Assistant Superintendent, Elementary Education.

<u>Curriculum, Learning, & Development</u>

- Assists the Assistant Superintendent for Elementary Education in the planning and execution of district wide goals and programs of curriculum review and development for all elementary grade levels and for the implementation of Professional Learning Communities (PLC's) and Comprehensive School Improvement Plans (CSIP's).
- Facilitates and organizes training for preschool and elementary education administrators in the area of "Evaluations".
- Facilitates and organizes training for preschool and elementary teachers in the area of "Evaluations".
- Collaborates and coordinates with all departments as it relates to student learning.
- Participates in the evaluation of instruction methods and programs, and recommends such changes and improvements as needed. Integrates instructional programs among the elementary schools and articulates curricula between programs.

- Provides guidance in the selection and use of elementary textbooks and other teaching materials. Works with teachers in the preparation of curriculum and materials.
- In coordination with the WCSD Director of Assessment, Research, & Learning, the Elementary Education Assistant Superintendent, and Principal Leaders, supervises the development of in-service programs for elementary school educational personnel.

Management, Operations, & Compliance

- Prepares budget, monitors expenditures, and solicits funds to provide financial support for programs.
- Administers the preparation of reports for federal, state, and local regulatory agencies to include enrollment reports and projections (to include Utah Consolidated Application funding report).
- Ensures compliance with state/federal regulations and other agencies governing educational programs and services within the assigned area of responsibility.
- Assists in determining staff allocations and hiring needs for positions.
- Contracts with agencies for needed services.

Student Assessment & Program Evaluation

- Evaluates student assessment results and submits recommendations to administrators, instruction specialists, classroom teachers, and staff as appropriate.
- Oversees the ESL, Indian Education, High Ability Learning, and Support Services for At-Risk Students programs.
- Coordinates the implementation of state programs for compensatory and remedial students and for at-risk students.
- Evaluates assigned programs to ensure that objectives for student education are met.
- Initiates and maintains effective liaison with state, other school districts to keep abreast of new educational developments and ideas.
- Conducts observations of the assigned elementary schools, assists and advises the assigned elementary principals, and evaluates those assigned elementary principals annually.
- Oversees the training of WCSD Learning Coaches.

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibility over the personnel staffed within their assigned area of responsibility as directed by the Elementary Education Assistant Superintendent.

Effectively evaluates assigned personnel according the WCSD policy.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS ***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.***

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE
A Master's degree with a minimum of five years related administrative experience.

CERTIFICATES, LICENSES, REGISTRATIONS
This position requires a Utah Administrative/Supervisory License.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS ***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT ***The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: **Assistant Director, Human Resources**			Date: **12/5/2018**
Approved By: **WCSD Board of Education**			Date: **01/08/2019**
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	