

Director of Elementary Schools and Assessment

- POSITION:** Director of Elementary Schools and Assessment
- REPORTS TO:** Associate Superintendent
- EMPLOYMENT TERM:** 261 days
- SALARY:** Based upon teacher pay scale as to degree and years experience plus \$22.50 per day responsibility supplement plus \$2000 administrative pay raise.
- CERTIFICATION:** Valid West Virginia administrative certificate, pursuant to WV Code §18A-3-2 OR equivalent administrative certification; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.
- EVALUATION:** Performance in this position will be evaluated by the Associate Superintendent and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and FCBOE Policy B-1, *Professional Personnel Evaluation*.
- EXPECTATIONS:** The Director of Elementary Schools and Assessment shall be responsible for assisting the Superintendent, Associate Superintendent and all county administrators with the administration and supervision of all elementary schools as well as all district-wide assessments and elementary school curriculum initiatives.

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.

- Master’s Degree with valid West Virginia certification as school principal PK-12.
- Minimum of three years of successful administrative and/or supervisory experience, elementary level preferred.
- Minimum of three years of successful K-12 teaching experience.
- Possess a high level of computer competency and training skills, including WOW applications, internet, software applications, web page, curriculum software applications, etc.
- Training background in effective teaching strategies, with an emphasis in literacy and mathematics.
- Experience with district-wide required assessments such as: WV-MAP, Interims and Benchmarks, etc.

DUTIES AND RESPONSIBILITIES:

1. Assists the Superintendent and Associate Superintendent in areas regarding the full operation of schools specifically including assessment and accountability.
2. Assists the Associate Superintendent with curriculum, instruction and staff development matters affecting the operation of schools.
3. Assists in providing orientation and staff development training for principals and teachers.
4. Hears and responds to parent concerns, citizen appeals and elementary Title IX concerns as assigned.
5. Coordinates the textbook/instructional materials adoption and program revision process.
6. Assists in ordering and distributing textbook/instructional materials for schools.
7. Coordinates textbook/instructional materials technology license distribution.
8. Coordinates initial professional development associated with textbook/instructional materials adoption.
9. Responds to questions and interpretation of the programs, philosophy, and policies of the school system to principals, staff, students, parents and the community at large.
10. Maintains a close liaison with the leadership of all other divisions of the school system in order to provide support and to achieve effective resolution of school system problems.
11. Assists in school accreditation and classification procedures.
12. Supervises, directs and coordinates the implementation of elementary curricular programs in schools in coordination with Federal Programs and Special Education.
13. Supervises, directs and coordinates the general administration of elementary schools.
14. Assists elementary principals in preparing school budgets and reviews instructional fund requisitions.
15. Evaluates elementary principals and other personnel under his/her supervision.
16. Monitors the grouping, achievement, promotion and retention of students in schools.
17. Assists elementary principals and staff in developing annual goals and objectives for the individual school that reflects the broad goals of the division and the school system.
18. Meets regularly with the elementary principals.
19. Follows the established personnel evaluation procedures for staff members.
20. Utilizes self-appraisal for the improvement of administrative skills.
21. Assists with monitoring and providing technical help for the state/county testing program.
22. Train all school principals and building level coordinators prior to all WV-Map test administrations.
23. Assists with utilization of test results and other data in planning and evaluating school programs.
24. Assists with coordinating state monitoring for the county with direct technical assistance to school sites.
25. Works to establish good public and employee relations.
26. Observes teachers to assist principal with teacher self-development and instructional improvements.
27. Coordinates and schedules yearly kindergarten registration.
28. Coordinates training elementary school staffs to integrate technology in the curriculum.
29. Serves as a resource person and addresses faculty and community groups on matters pertaining to curriculum.
30. Maintains professional work habits.
31. Maintains and upgrades professional skills.
32. Performs all other duties as assigned by the Superintendent or by his/her designee.