



ALVORD UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT JOB DESCRIPTION

DIRECTOR III, ELEMENTARY (PRESCHOOL- 5) SCHOOL LEADERSHIP

(Certificated Management Salary Range 14, plus benefits. Additional \$1,500 stipend for doctorate.)

DEFINITION:

Under the direction of the Assistant Superintendent, Educational Services, the Director III, Elementary (Preschool– 5) School Leadership provides leadership to promote the educational goals and objectives of the District in concert with state and federal mandates in grades Preschool-5. The Director III, Elementary (Preschool-5) School Leadership works with District and site personnel to ensure a rigorous curriculum for students; high-quality materials and ongoing professional development are provided to teachers and instructional support staff.

WORK YEAR: 215 Days

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Provide staff leadership to ensure understanding of and promote the educational goals and objectives of the District, and assist in providing professional development activities.
2. Supervises, coaches, supports and evaluates elementary principals.
3. Supports the development of the District Local Control Accountability Program (LCAP).
4. Work with principals and teacher committees in organizing and coordinating grade level meetings in order to affect continuity and articulation of the instructional programs throughout the District.
5. Provides leadership to elementary education staff in the design, development, and implementation of the core, intervention, and elective curricular programs for students.
6. Supervises the development, publication, and distribution of curriculum documents including standards, brochures, parent handbooks, manuals, and other instructional materials.
7. Serve as the Educational Services Department representative for the development of the District's Consolidated Application Program.
8. Responsible for all aspects of professional development (Pre-K – 5) from inception to conclusion, including research and development, budgeting, communication, and marketing, as well as evaluation and follow-up.
9. Assists site and District staff in the investigation of and response to parent and community concerns.
10. Supervises selection of core textbooks and instructional materials for Preschool – 5, arranges and meets with selection committees, arranges for books from publishers, arranges a time for teachers to pilot materials, and recommend materials for adoption.
11. Coordinates summer school, including remedial programs, and accelerated programs.

12. Participates in cluster, principal, division, and other meetings as needed.
13. Responsible for development, coordination, and monitoring portions of the budget relating to programs.
14. Assists in the development, implementation, and monitoring of operational goals, objectives, and procedures on a daily, short, and long-range basis.
15. Provide staff leadership to ensure understanding of and promote the educational goals and objectives of the District, and assist in providing professional development activities for instructional personnel (Literacy Teachers, Numeracy Teachers, Instructional Coaches, Elementary Counselors, Full-Day TK Instructional aides, and others as appropriate).
16. Stay current regarding developments and trends in curriculum and instruction.
17. Assist in the development and coordination of the budgets that pertain to curriculum, instruction, and professional development.
18. Supervise the District's Elementary library services, music, and physical education programs including the development of schedules.
19. Supervise Teachers on Special Assignments in their respective curricular areas.
20. Coordinate District spelling bee, science fair, history day, and other related instructional activities, as requested.
21. Support State preschool program development and implementation including collaboration with Norco College and Riverside County Office of Education.
22. Attend Board of Education and other meetings and conferences upon request.
23. Conduct regular school visitations for observation and evaluation of the District instructional program.
24. Maintain focus on equity and cultural proficiency in all programs and activities.
25. Monitor school site social media and website platforms.
26. Support the development and monitoring of formative and summative assessments.
27. Monitor, oversee and support State and Federal programs.
28. Coordinate the teacher induction program for beginning teachers.
29. Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Assistant Superintendent of Education

MINIMUM QUALIFICATIONS:

The position requires the following:

Knowledge, Skills, and Abilities:

- Knowledge of all aspects of public school administration and management of school districts.
- Knowledge of the laws governing public education in California, particularly the sections of the California Education Code dealing with instruction.
- Knowledge of State and Federal laws governing discrimination.
- Knowledge of District organization, operations, policies, procedures, and objectives.
- Demonstration of interpersonal skills using tact, patience, and courtesy.
- Demonstration of problem-solving techniques.
- Ability to work effectively in a multiethnic setting.
- Ability to exercise confidentiality.
- Ability to work in a conflict arena.
- Ability to handle people who are upset.

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Board approved: Pending

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- Ability to communicate effectively and courteously, verbally and in writing.
- Ability to prioritize, organize and work independently.
- Ability to revise priorities in accordance with the requirements of the Assistant Superintendent and the needs of the District.
- Availability to attend evening, night, and weekend meetings and activities.
- Ability to be flexible and work on a variety of tasks with ease.
- Ability to concisely present a point of view.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to establish and maintain cooperative and effective working relationships with others.

Education/Experience:

- A Bachelor's degree from an accredited college/university.
- A Master's degree from an accredited college/university.
- California Administrative Services Credential
- A doctoral degree is desirable.
- CLAD certificate or equivalent is desirable.
- A minimum of five (5) years teaching experience at the elementary level, a minimum of 5 years of responsible administrative experience including at least three (3) years experience as an elementary site principal preferred.

Other: Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment. Bilingual/Spanish preferred.

WORKING CONDITIONS

Environment

- Office and outside work setting
- Subject to frequent interruptions and daily contact with District staff
- Frequent driving to various sites, training facilities, and/or other locations as needed

Physical Abilities

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting, walking, and standing for extended periods of time
- Occasional carrying, pushing, pulling, or lifting up to 25 pounds
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders, and horizontally

Hazards

- Some exposure to toxic materials
- Occasional contact with distraught students, parents, and members of the public

