Elkhart Community Schools
Position Description

Position Title:	**Director of Elementary Schools**
Qualifications:	*Required:* Master's Degree or higher in Educational Leadership or Curriculum and Instruction; Current Indiana Administrative License, Elementary Building Principal Experience. *Desired:* Ed.D or Ph.D. in Educational Leadership or Curriculum and Instruction. Regular and timely attendance is essential.
Department:	Instructional Leadership
Reports to:	Assistant Superintendent of Instruction
Prepared by:	Instructional Leadership
Approved by:	W. Douglas Thorne Date: 11/14/2024

SUMMARY: The Director of Elementary Curriculum and Instruction is responsible for leading the district in developing, managing, and monitoring the District's K-6 academic programs to ensure high quality curricula, pedagogical practices, and alignments to District expectations and state standards. The Director is responsible for implementing the instructional program for grades K-6. This includes improving curriculum frameworks, aligning assessments, identifying and managing instructional resources, encouraging instructional integration of technology into classroom practices, and evaluating the impact of the program. The Director supervises and evaluates elementary principals. The Director supports and promotes inclusion, collaboration through PLCs, literacy, and student engagement. The Director works with the Instructional Leadership team to strengthen Strategic Improvement Processes (SIP), implement the Teacher Appraisal system, advance the PRIDE model of workforce certification, support SIOP practices, and monitor a Multi-tiered System of Supports (MTSS). The Director works collaboratively with the teams at the elementary buildings to successfully implement district initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned):*

1. Provide leadership for the District's elementary academic programs and initiatives; plan, organize, and coordinate District programs as assigned (e.g. summer school).
2. Supervise and evaluate elementary principals.
3. Plan and lead monthly administrator meetings in collaboration with the Assistant Superintendent of Instruction.
4. Build and maintain positive relationships with all members of the ECS staff and members of the greater community.
5. Plan, analyze, acquire, and evaluate elementary curriculum and materials.
6. Monitor and disseminate information pertaining to federal and state education laws, rules, and regulations; remain current on state standards and assessments; coordinate federal and state mandates/requirements.
7. Collaborate with the Data and Assessment Manager to provide leadership and guidance for the appropriate use and analysis of assessment data for administrators, teachers, Board, and community.
8. Collaborate with ESC directors and building administrators to facilitate the development, implementation, and evaluation of a unified curricular vision for the District.
9. Collaborate with the Instructional Leadership team in providing leadership to all instructional committees.
10. Oversee the resource adoption process in accordance with state and local guides, including research, working with the District CFO in regards to budgeting and long-range planning for the acquisition of adopted resources, and providing clear and actionable information as required.
11. Collaborate with the Instructional Coaches to ensure the appropriate selection and use of technology resources in curriculum in order to create engaging learning experiences for all students.
12. Collaborate with the Instructional Leadership team in creating professional development for administrators and teachers.
13. Support principals in the recommendation of hiring staff; participate in the hiring process of building-level administrators.
14. Analyze and make recommendations regarding elementary staffing needs, scheduling, etc.
15. Collaborate with the Assistant Superintendent of Instruction and the Human Resource Department to facilitate teacher induction and mentoring programs and to collaborate on best practices in teacher selection, development, evaluation, improvement and retention.

16. Collaborate with the Assistant Superintendent of Instruction in providing leadership and training to the district Content Area Specialists.
17. Collaborate with administrators on formative and summative data and testing.
18. Provide leadership and oversight of the Comprehensive Needs Assessment and Strategic Improvement Plan processes with the Instructional Leadership Team.
19. Assist in grant writing and community engagement activities.
20. Meet with elementary building principals regularly to assess and address needs.
21. Support colleagues by providing information, coaching, and collaboration.
22. Remain current with research and best practices in curriculum leadership through professional readings, training, workshops, conventions, etc.
23. Assist the Assistant Superintendent of Instruction in monitoring the District's academic programs and initiatives to ensure an ongoing fidelity of implementation, alignment and articulation, and positive impact on student achievement.
24. Other duties as assigned by the Superintendent and/or the Assistant Superintendent of Instruction.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Term of Employment: Twelve months. Administrative employee group wage and fringe benefits.

Evaluation Process: The Director of Elementary Curriculum and Instruction will be evaluated annually by the Assistant Superintendent of Instruction.

Supervisory Responsibilities: Supervise support staff in the instructional leadership department; supervise and evaluate elementary principals; evaluate teachers and staff.

Qualification Requirements: 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.

Education/Licensure: Master's Degree or higher in Educational Leadership or Curriculum and Instruction; Current Indiana Administrative License, Elementary Building Principal Experience.

Other Skills and Abilities: Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge. Regular and timely attendance is essential.

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, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the 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.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.