



ST. JOSEPH SCHOOL DISTRICT

Educating Each Child for Success

Position Title: Director of Elementary Education

Qualifications:

Required: Master's degree with Administrative certificate

Preferred: Previous Administrative experience. Doctorate degree. 5 to 10 years of experience managing and/or supervising school administration.

FLSA: Exempt

Salary Schedule: Per Approved Salary Schedule

Direct Report: Assistant Superintendent of Academic and Education Services

Terms of Employment: 12 Month

Purpose: Supervises elementary teaching staff across the district by overseeing improvements plans, budgets, professional development plans, staffing decisions, data analysis, and principal evaluations.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs, and community engagement as part of the St. Joseph School District's corporate citizenship.
- Completes requested reports in a timely manner for the purpose of meeting the District's goals and objectives.
- Conducts in-service training programs for teachers and administrators for the purpose of providing information on current trends, educational and regulatory changes and meeting professional growth requirements.
- Develops programs for managing Curriculum content, textbook adoption, school improvement plans, etc. for the purpose of facilitating learning and ensuring compliance with established guidelines.
- Develops a budget for the purpose of ensuring educational goals are met and identified through the District budgeting process and develops a departmental improvement plan that supports the District's comprehensive school improvement plan.
- Facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains appropriate office hours of the purpose of meeting the District's goals and objectives.
- Manages a wide variety of programs for the purpose of ensuring district compliance with established guidelines.
- Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.



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- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates as a member or facilitator in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions and as part of the District's decision-making process.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget and works in cooperation with the Human Resources Department.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents research prior to the annual budgeting process for the purpose of an accurate depiction of departmental needs.
- Provides supervision and oversight for the department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of services within established timeframes and in compliance with related requirements.
- Recommends new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity of the work force, in cooperation with the Human Resources Department.
- Researches a variety of topics (e.g. policies, best practices, trends, legislation, etc.) for the purpose of ensuring compliance with established requirements, securing general information for planning, taking action, and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supports the Superintendent and other departmental administrators for the purpose of achieving the District's mission, vision and core values.
- Other assigned duties

Employee Behavior and Conduct:

- District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.