



## Park Hill School District

### Position Description

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**POSITION TITLE:** Director of Elementary Education

**FLSA:** Exempt

**REPORTS TO:** Assistant Superintendent for Academic Services

#### **QUALIFICATIONS:**

- Minimum requirements of Master's degree +30 graduate credit hours with in-depth preparation in school leadership, district leadership, and curriculum, instruction and assessment, Doctorate preferred
- Excellent interpersonal and communication skills with staff, parents and patrons
- Demonstrated excellence in written communication.
- Demonstrated success at designing and maintaining a positive, collaborative culture
- Missouri Administrator Certificate (or ability to obtain) with proven experience as a building leader and/or district leader in curriculum, instruction and assessment
- Demonstrated success at designing and leading strategic planning and continuous improvement including the establishment of data priorities to raise student achievement
- Ability to exercise sound judgment on sensitive issues
- Effective public speaking skills

#### **ESSENTIAL FUNCTIONS:**

- Communicates with a variety of clientele, including district personnel regarding Park Hill goals, mission, vision, and strategy
- Attends and leads various meetings, including evenings and weekends
- Works collaboratively with all building lead principals (elementary)
- Works with teachers and principals to direct, coordinate and facilitate instructional improvement initiatives
- Collaborates with the Assistant Superintendent for Academic Services in the creation and accomplishment of academic goals and related MSIP Standards
- Visits schools and classrooms to fulfill job responsibilities and evaluates learning climate
- Plans and implements appropriate budgets

Director of Elementary Education (continued)

- Directs the planning and implementation of professional development opportunities for elementary instructional staff
- Establishes and executes process for review, update, and revision of district elementary curriculum
- Facilitates the acquisition of resources and development of instructional models to ensure the effective deployment of district curriculum
- Supervises and monitors programs such as Gifted, ELL, Intervention/Reading Specialist and elementary teacher induction
- Identifies, writes, and coordinates grants, as appropriate, to support elementary instructional programs.
- Applies a working knowledge of federal, state and district requirements to revise elementary instructional and educational programs.
- Maintains current knowledge of effective instructional strategies and practices that support and enhance program effectiveness.
- Assumes other additional responsibilities assigned by the Assistant Superintendent for Academic Services