

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-ELEMENTARY EDUCATION

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Elementary Education, plan, organize, control and direct the operations of District elementary schools, grades K-6; provide instructional division leadership in and participate in the planning of new schools and boundaries; supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct the operations of District elementary schools, grades K-6; implement instructional priorities; develop procedures for schools.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; oversee staff development for Vice Principals, Principals and assigned secretarial staff.

Implement curriculum and instructional strategies in the elementary schools of the District; participate in the articulation of the elementary curriculum with secondary schools.

Provide instructional division leadership in and participate in the planning of new schools and boundaries; develop, coordinate, implement and monitor boundary matters affecting students and programs.

Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Develop and implement long and short-term education plans for the housing of students.

Direct hearing and adjudicating appeals of inter- and intra-District elementary student transfer requests.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; receive and respond to parent issues or concerns and make referrals as necessary.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; represent the District at assigned meetings; participate in a variety community meetings or activities.

Participate in budget development activities and monitor assigned budgets.

Assist Principals with transitioning traditional school calendar to year-round school calendar as needed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the operations of elementary schools.

District and elementary school organization, operations, policies and objectives.

Hearing and adjudication appeal procedures related to elementary student transfer requests.

Curriculum and instructional strategies in the elementary schools of the District.

Boundaries of elementary schools within the District.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the operations of District elementary schools, grades K-6.

Provide instructional division leadership in and participate in the planning of new schools and boundaries.

Supervise the performance of assigned personnel.

Implement curriculum and instructional strategies.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master’s degree and five years teaching experience including three years experience as a principal at an elementary school.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential, Teaching Credential or other appropriate credential.
Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.