DIRECTOR OF ELEMENTARY EDUCATION DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district. Administrators serve under the direction of the superintendent. Duties of the director of elementary education may include, but not be limited to the following:

1. Keep abreast of changes in Iowa Core and the current evidence based strategies to be used in delivering the curriculum.
2. Observe and coordinate PreK-6 curriculum, instruction and assessment for the purpose of ensuring the effectiveness of the program and providing quality differentiated services to obtain high levels of learning for all students.
3. Plan, organize and conduct professional development with building administration and teacher leadership for the purpose of ensuring high levels of student achievement.
4. Collaborate with the Director of Secondary Education with reading and math support, Social-Emotional Learning (SEL) initiatives, Curriculum, Instruction & Assessment (CIA) framework, special education transitions and new teacher training.
5. Partner with TLS Coordinator to provide leadership and support to PreK-6 teachers by observing, coaching, encouraging and providing feedback as they plan and implement lessons.
6. Coordinate Multi-Tiered Systems of Support (MTSS) leadership and support to PreK-6 building administrators and PreK-6 teachers.
7. Coordinate the infusion of Iowa’s Early Literacy Implementation (ELI) and Future Ready initiatives.
8. Maintain assessment data on PreK-6 students; Review screener, diagnostic, and summative assessment data to ensure they are strongly aligned with the expectations of the state and overall needs of the district.
9. Coordinate the disaggregation and analysis of assessment data to promote building and district-level initiatives based on those results.
10. Coordinate the district K-5 summer school to align with state expectations and to advance the mission of the district.
11. Chair district PreK-6 committees to ensure quality programming and a visionary approach to learning.
12. Provide leadership, support and professional development for the elementary administrative team in alignment to the district’s CSIP plan.
13. Collaborate and plan with the Director of Secondary Education, Director of Technology, and Teacher Leader Coordinator.
14. Oversee the coordination of the district preschool programs, Transition to Kindergarten (T2K), Title I, and elementary Special Education.
15. Recommend the adoption and use of varied instructional materials, including textbooks, technology based programs and other resources for the purpose of providing an optimal learning environment and meeting the individual needs of all PreK-6 students.
16. In collaboration with the Superintendent, the Director of Elementary Education will evaluate the elementary principals.
17. In collaboration with the elementary principals, the Director of Elementary Education will provide feedback on the evaluations of the elementary dean of students.
18. Attend school board meetings and determine the curricular presentations or updates to advance the knowledge of the school board members and community.
19. Be an active member in School Administrators of Iowa (SAI), Iowa Association for Supervision and Curriculum Development (IA ASCD) and other organizations to ensure we are incorporating quality educational practices that align with our vision.
20. Become involved in community organizations that share the mission of supporting education or the development of youth.
21. Promote the success of all students by acting with integrity, fairness and in an ethical manner.
22. Other duties as assigned by the Superintendent or his/her designee.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.