

Qualifications:

Masters Degree

Supervises: Instructional and Support Personnel

Nature of Work

The Director, K-5 Instruction, provides leadership in the development, implementation and evaluation of a specific area for the benefit of the system's total educational program. The Director, K-5 Instruction, is part of the local leadership team and works under the general supervision of the superintendent or designee. The director maintains a cooperative relationship with the principals, other school personnel, other related service agencies and parents. The overall responsibility of the director is to administer the K-5 Instruction program with local, state and federal guidelines, rules, regulations and laws.

Knowledge, Skills and Abilities:

- Working knowledge of record keeping and reporting techniques.
- Some knowledge of management principles.
- Skill in effective oral and written communication.
- Ability to motivate, influence, and shape individuals to assure continuous organization development and improvement.
- Ability to gather and analyze data.
- Ability to plan and supervise the work of others.

Essential Job Functions:

- Provides effective leadership in developing comprehensive program plans and implementing and evaluating the planned programs.
- Assists/prepares budgets, coordinates with other department or agencies to assure maximum services, and maintains records/reports/inventories in accordance with local/state/federal policies.
- Shares information about programs with various publics serves as a liaison between the school system and other agencies and assists in the development of in-service staff development.

- Accomplishes personal growth objectives and demonstrates professional ethics.
- Assists in selection and placement of personnel, delegates and supervises staff responsibilities and assists in evaluating staff.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____