

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### DIRECTOR OF Pre-K – 12 INSTRUCTION

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Administration/Supervision, Educational Leadership, School Principal, or Professional School Principal.
- (3) Minimum of ten (10) years successful experience in education, including at least five (5) years in administration and three (3) years as a teacher, with at least three (3) years of the combination at the elementary level.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the teaching/learning process in the school setting. Knowledge of local, state, and national policies which impact education. Ability to communicate effectively with a variety of audiences in both oral and written form. Ability to facilitate groups to consensus. Knowledge of state-of-the-art research and best practices in areas of responsibility. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to understand and interpret Florida Statutes related to curriculum requirements and school operations. Ability to understand and interpret School Board policy, including the Pupil Progression Plan. Ability to represent the District at state and regional functions.

**REPORTS TO:**

Deputy/Assistant Superintendent

<p><b>JOB GOAL</b></p>
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<p>To provide leadership and oversight for Pre-K-12 schools and programs in the District.</p>
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**SUPERVISES:**

School Principals  
Assigned Support Personnel

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary of benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on evaluation of personnel.

**Job Description Supplement No. 11**

**DIRECTOR OF PreK-12 INSTRUCTION (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Assist school principals in supervising, developing and implementing the District Instructional Program.
- \* (2) Oversee the formulation of school improvement plans for all schools.
- \* (3) Monitor progress of implementation of school improvement plans and provide assistance upon request of the principal.
- \* (4) Coordinate and assist with the adoption, development, revision, and publication of instructional program materials.
- \* (5) Review student assignment procedures, organizational patterns and scheduling of staff and students at schools.
- \* (6) Visit schools, including classrooms.
- \* (7) Coordinate Southern Association of Colleges and Schools accreditation activities for schools.
- \* (8) Supervise the District's Pre-Kindergarten program.
- \* (9) Write, coordinate, and evaluate grants for schools.
- \* (10) Recommend and coordinate programs of instruction for schools.
- \* (11) Manage and monitor grant budgets as assigned.
- \* (12) Coordinate special projects as needed.
- \* (13) Provide assistance for the implementation of the District's Pupil Progression Plan.

**Interagency communication and Delivery**

- \* (14) Promote and monitor the articulation of elementary and secondary programs.
- \* (15) Serve as liaison between the schools, the District, and the Florida Department of Education.
- \* (16) Coordinate and collaborate with other District-level staff to ensure consistency of purpose and practice.
- \* (17) Meet regularly with school principals.
- \* (18) Interface with community agencies as necessary.
- \* (19) Assist in maintaining appropriate coordination among the basic instructional program and various special programs.

**Professional Growth and Improvement**

- \* (20) Keep well informed about current trends in education.
- \* (21) Assist in the development, implementation, and evaluation of staff development activities.
- \* (22) Promote and support professional development for self and others.
- \* (23) Attend meetings and conferences which promote professional growth and will benefit the District.

**Systemic Functions**

- \* (24) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \* (25) Prepare or oversee the preparation of all required reports and maintain all required records.
- \* (26) Serve on District committees as assigned.
- \* (27) Assist in interviewing and recommending personnel.
- \* (28) Assist in the interpretation of policies, programs, and goals to staff and the public.
- \* (29) Provide input for the development of the District budget.

**Leadership and Strategic Orientation**

- \* (30) Provide leadership and direction for the planning, development, implementation, and evaluation of the District's instructional program.
- \* (31) Assist school in resolving problems and satisfactorily addressing complaints.
- \* (32) Provide leadership to school administrators in matters of emerging curriculum/instructional issues.
- \* (33) Model and maintain high standards of professional conduct.
- \* (34) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \* (35) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishments.
- \* (36) Assist in the development of administrative guidelines for schools.
- \* (37) Perform other duties as assigned.

\*Essential Performance Responsibilities