

## **DIRECTOR, EDUCATIONAL SERVICES (TK-6)**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent- Educational Services, plan, organize, control and direct the (TK-6 grade) curriculum development and implementation; train, supervise and evaluate the performance of assigned personnel.

### **ESSENTIAL JOB FUNCTIONS:**

Plan, organize, control and direct the development, implementation, coordination, articulation and evaluation of the (TK-6 grade) curriculum implementation process for various District-wide curriculum committees; make necessary recommendation to the Board of Education, Superintendent, and Assistant Superintendent regarding curriculum implementation processes.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Facilitate curriculum revision, alignment, selection and adoption of instructional materials, implementation, and staff development components for various (TK-6 grade) areas; assure optimal learning opportunities and growth experiences for (TK-6 grade) students.

Oversee the District's Educational Services (TK-6 grade) program assessments including District benchmark development and analysis of results, SBAC administration, DIBELS data analysis and other formative assessment; provide testing/assessment information and support to administrators, teachers, students, parents, and community members.

Account for the written courses of study for (TK-6 grade) subject areas; travel to various sites to provide and demonstrate courses of study to District sites as they are revised or updated.

Organize staff development offerings to meet the needs of students and staff members of the District.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

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

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; provide assistance and support to Principals and Assistant Principals regarding the District's Educational Services (TK-6 grade) as needed.

Develop and prepare the annual preliminary budget for the Educational Services (TK-6 grade) division; analyze and review budgetary and financial data; control and authorize expenditures in

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accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned;

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Ability to communicate so others will be able to clearly