



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Director of Elementary Education/Federal Programs

Supervisor: Superintendent

Qualifications:

- WV Professional Administrative Certificate
- Master's Degree Required, Education Administration or Elementary Education Preferred
- WV Professional Teaching Certificate, endorsement in Elementary Education
- Experience in Curriculum Planning, Implementation, and Evaluation
- Five years of successful teaching experience
- Knowledge of Federal Program Administration
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Job Goals:

To use leadership skills to facilitate the development and coordination of strategic plan of action to implement appropriate curriculum and instruction utilizing county adopted policy. To oversee: Federal Programs (excluding Special Education), Professional/Staff Development, County Committees, County Academic Competitions, and County Testing.

Duties/Responsibilities:

1. Conducts parent workshops to promote the understanding of PK-6 children, their educational needs, and parent involvement at the request of immediate supervisor, principal, parent groups, or community.
2. Prepares media materials to keep the public informed of curriculum and instruction at the early childhood level.
3. Acts as the communication link between elementary school, their curriculum teams in organizing grade level and team meetings, in order to effectively implement the early childhood philosophy and goals.
4. Interprets early childhood curriculum, its philosophy and instructional techniques to the superintendent, district/school administration, instructional staff, and the general public.
5. Works with principals, assistant principals, and curriculum teams as, requested, in organizing grade level and team meetings, in order to effectively implement the early childhood philosophy and goals.
6. Assumes responsibility for elementary school curriculum articulation PK-6.
7. Assists curriculum teams with the development, implementation, and evaluation of curriculum and instruction by programmatic level.
8. Keeps abreast of developments in curriculum and instruction, and furnishes leadership to schools in determining their appropriateness for inclusion in the early childhood education program.

9. Assumes a leadership role in developing curriculum for any course newly mandated by the legislature or the Board per programmatic level.
10. Studies and evaluates, and as appropriate, recommends adoption of new instructional materials, methods and programs, and assists in budget preparation for newly approved instructional programs as related to instructional supplies, equipment, and materials.
11. Serves as a member of Curriculum Council.
12. Assists with the development of new teacher mentoring programs to enhance and strengthen professional skills associated with the early childhood philosophy.
13. Plans, organizes, and implements staff/professional development projects and training situations when appropriate.
14. Oversees the Staff Development Council in planning, organizing and implementing appropriate early childhood staff development projects.
15. Encourages the development, publication, and presentation of innovative curricula and instructional techniques/strategies for all elementary staff members.
16. Directs the creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the elementary instructional staff.
17. Coordinates in conjunction with the school and the curriculum staff special activities at the county and state level per programmatic level as assigned.
18. Files required reports with state and federal education agencies.
19. Represents the county at professional meetings and conferences.
20. Maintains liaison and active participation with educational leaders in curriculum and instruction at states, regional, and national levels.
21. Participates in the work of state and national curriculum associations and study groups.
22. Maintains and upgrades professional work habits and skills.
23. Attends national, state and local conferences and meetings to keep informed of program development.
24. Establish and implement an improvement process for areas for responsibility.
25. Maintain professional work habits.
26. Maintain and upgrade professional skills.
27. Communicate/coordinate effectively with supervisor, senior staff members, school personnel, and other stakeholders as appropriate to ensure growth towards school and county goals.
28. Performs other duties as assigned by the superintendent.