

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

1/15	<u>DIRECTOR OF ELEMENTARY SCHOOLS</u>	3.2.4
Effective Date	Job Title	Index

1. Primary Function: To engage principals as instructional leaders to ensure that high quality instruction is making it possible for all students to learn at high levels; to ensure compliance with state standards and the District's policies and procedures; to support principals' work in management of school operations; to provide assurance that schools are safe and welcoming for all students, staff, parents, and the community.

2. Responsibilities:

- 2.01 Work together with principals as partners, growing their instructional leadership capabilities.
- 2.02 Develop professional learning networks for principals, focusing on their growth in instructional leadership.
- 2.03 Engage principals in professional development, based on their learning needs.
- 2.04 Works as a member of a collaborative team with the Superintendent to create a high functioning leadership system that promotes success for all students K-12.
- 2.05 Supports and implements the District Mission and Goals and Board Strategic Directions.
- 2.06 Works cooperatively with the Assistant Superintendent, Education Services, in the management of assigned responsibilities as directed.
- 2.07 Provides leadership to principals as they develop programs to help students reach benchmarks and higher state standards.
- 2.08 Recruits, hires, trains, supervises, and retains principals.
- 2.09 Develops, manages, and oversees school and level budgets and staffing allocations.
- 2.10 Collaborates with schools and departments in staff development activities for instructional staff.
- 2.11 Provides leadership to school improvement, analyzes data of schools, and supports school improvement plans for academic success, including the appropriate use of interventions as well as culturally responsive practices.
- 2.12 Communicates directly with personnel, parents, students, and community concerning issues/complaints.
- 2.13 Provides the essential communication network to buildings and staff.
- 2.14 Coordinates with colleagues, advises and plans for special/support programs.
- 2.15 Assures that District policy and administrative rules are consistently and fairly applied.
- 2.16 Provides leadership to the K-12 Progress Reporting Process.
- 2.17 Coordinates handbooks, forms, and progress reports.
- 2.18 Processes fiscal documents and ensures that schools follow procedures related to contracts and purchasing.
- 2.19 Assists selected schools with boundary change.
- 2.20 Assists schools as they maintain a positive working relationship with external organizations, such as: Salem-Keizer Education Foundation, Salem-Keizer Coalition for Equality, Chambers of Commerce, Boys and Girls Club, Marion County Health, Mid-Willamette Education Consortium, Confederation of School Administrators (COSA), Oregon School Activities Association, etc.
- 2.21 Coordinates with other departments that impact the instructional program/level office: Bilingual, Special Education, Title 1, Communications, Financial Services, Maintenance, Facility and Auxiliary Services, Human Resources, etc.

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- 2.22 Manages and problem-solves increased individual and District issues with the insistence of immediate resolution.
- 2.23 Assists schools in developing appropriate alternative school options.
- 2.24 Facilitates development of scheduling models that promote successful teaching and learning.
- 2.25 Meets with parents, civic, and community groups to explain and interpret matters relating to the educational programs and operations of the District.
- 2.26 Performs other duties as assigned.

### 3. Major Planning Requirements:

- 3.01 Determines the professional development and learning needs for principals and collaborates with colleagues to provide the appropriate supports.
- 3.02 Provides guidance and leadership for principals in development of School Improvement Plans.
- 3.03 Provides guidance and leadership for school administrators in ensuring accomplishment of District Strategic Directions.
- 3.04 Integrates District requirements with building needs in the area of curriculum and instruction and staff development.
- 3.05 Assists school administrators in establishing personal and professional development plans.

### 4. Key Relationships:

- 4.01 Assistant Superintendent of Instruction: Reports to this position.
- 4.02 Principal: Directly supervises this position.
- 4.03 Curriculum and Instruction: Work collaboratively with Director and departmental staff to design, implement, and evaluate instructional and assessment programs for fidelity, improvement, and design.
- 4.04 Federal Programs: Work collaboratively with departmental staff to coordinate program funding, planning, and implementation.
- 4.05 Human Resources: Works with Human Resources in directing licensed staff transfers and coordinating the hiring of school administrators.
- 4.06 Parents/Patrons: Works with District patrons in the solution of issues/problems not resolvable at the school level.

### 5. Minimum Qualifications:

- 5.01 Master's degree or higher.
- 5.02 Five years of administrative experience.
- 5.03 Valid Oregon Administrative License or eligibility for same.

### 6. Desirable Qualifications:

- 6.01 Demonstrated understanding of high quality instructional strategies and can effectively provide leadership for principals for how to teach adults in K-12 environments. including modeling effective teaching and leadership practices; articulating a vision for effective instruction; leading change, creating learning networks, and inviting critique of own practice and reflecting upon it.

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- 6.02 Demonstrated use of feedback with principals for their growth, including using observations and student learning data to determine opportunities for improvement and differentiated support.
- 6.03 Demonstrated ability to respectfully collaborate with colleagues in the central office in an effort to effectively support the roles of all K-12 principals as instructional leaders, including how to manage resources such as time, funding, and staff.

7. Term of Employment: Twelve months

8. Salary Level: Grade 212A

9. Working Conditions: The position generally works in a climate controlled office environment with minimal noise intensity levels. Frequent travel to district and non-district locations for meetings and activities that may occur in the evening or occasional weekends.

10. Physical Requirements: Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices. Strength: Sedentary/Light– Exert force to 5-10 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Director, Elementary Schools

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_