

**ST. MARY'S COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE AND SUPERVISORY POSITION DESCRIPTION**

DIR. OF ELEM. INSTRUCTION, ADMINISTRATION, & SCHOOL IMPROVEMENT

POSITION: Director of Elementary Instruction, Administration, and School Improvement

REPORTS TO: Chief Academic Officer

LOCATION: Department of School Administration, Accountability and Advisement

NATURE OF WORK:

Directs the program of curriculum and instruction within the Division of Curriculum and Instruction for elementary schools. Coordinates the supervision and evaluation of elementary principals and oversees the strategic planning and school improvement efforts for elementary schools.

ESSENTIAL FUNCTIONS:

ILLUSTRATIVE EXAMPLES OF WORK:

- Assures the alignment of curriculum, instruction and assessment.
- Recommends professional development programs to support and enhance the implementation of the instructional program.
- Oversees the review, selection, evaluation and reconsideration of instructional materials.
- Assures the instructional materials and programs are implemented with fidelity.
- Coordinates the process for mapping the curriculum and creating aligned benchmark assessments.
- Guides schools in the use of formative and summative assessment data to implement redesigned instruction and intervention programs.
- Coordinates the implementation of the data warehouse system as it pertains to assessment data, PK-5; assessment data in reading, PK-12; and assessment data in mathematics, PK-8.
- Communicates information regarding curriculum development activities and other related projects to school personnel and to the public.
- Oversees the development of policy and related regulations and recommends adoption of policy to the Board of Education.
- Participates in the preparation of the operating budget as it pertains to elementary curriculum, instruction, assessment, and staffing considerations.
- Works with supervisors and principals to design and implement applicable portions of the Master Plan.
- Reviews and approves the elementary school improvement plans.
- Provides for supervision and evaluation of elementary supervisors and principals as well as other departmental personnel.
- Works with members of the Superintendent of Schools' School Support Team (SSST) to establish goals and develop plans and procedures related to eliminating the achievement gap. Works with members of SSST to achieve the mission, goals and annual objectives of the school system.

DUTIES AND RESPONSIBILITIES:

Provides leadership, guidance, and direction for the development, implementation and evaluation of the PK-5 curriculum and the instructional program.

- Recommends programs of professional development required for quality instruction and implementation of the elementary curriculum.

- Interprets elementary curriculum development activities, and other curriculum projects to school personnel and to the public.
- Assists the Chief Academic Officer to establish goals; develop plans and procedures related to the operation of the elementary instructional programs.
- Provides direction for the development and implementation for the mathematics program, PK-8.
- Coordinates the procedures for the review, selection, evaluation, and reconsideration of elementary instructional materials.
- Provides direction for the development and implementation of curriculum for the reading/language arts program PK-5.
- Participates in the preparation of the operating budget pertaining to curriculum, instruction, and grants.
- Prepares annual budget requests and analyzes fiscal matters related to the elementary instructional program.
- Supervises and evaluates the performance of instructional supervisors and coordinators, assuring that resources are equitably applied, programs are balanced and communication among supervisors is deliberate and effective.
- Assists the Chief Academic Officer in allotting the appropriate elementary instructional staff for schools.
- Works with other departments within the Division of Curriculum and Instruction and the Director of Professional and Organizational Development to facilitate successful implementation of elementary curriculum and instructional practices and to provide system-wide coordinated professional development activities for all teachers and support staff.
- Works collaboratively with principals and the Department of Human Resources in recruiting teachers and identifying potential content leaders and department chairs.
- Serves as a member of the Superintendent of Schools' School Support Team.
- Understands and implements state and federal laws, regulations, and local policies and procedures pertaining to elementary curriculum and instruction.
- Participates in the negotiations process as requested by the Superintendent of Schools.
- Directs the development of policy and related regulations and recommends adoption of policy to the Board of Education.

QUALIFICATIONS:

- Have earned a Master's degree and hold an endorsement in administration and supervision under Maryland certification (Administrator II).
- Knowledge of instructional programs and teaching methodologies (PK-5).
- Three years of successful teaching experience.
- Three years of school based administration preferred.
- Experience with analysis of achievement data for intervention and instructional modification.
- Demonstrated qualities of outstanding leadership.
- Exemplary skills in communication, decision making, and problem solving.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the Administrative and Supervisory personnel salary schedule – Range 26.