

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Director of Elementary Schools

Department: Instruction

Grade: 510

Calendar: 12 Month

Job Description

Date Reviewed: February 2023

Reports to: Chief Academic Officer

Purpose of Position:

The purpose of this position is to ensure that each elementary school student is provided with the richest educational experience the district can provide.

Essential Duties & Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists in the evaluation of principals.
- Represents elementary schools in meetings, committees and community groups.
- Assists in planning and carrying out a district wide program of curriculum review and development for the elementary grades.
- Keeps informed about current trends and practices in the various subject matter fields and disseminates professional information and materials to elementary staff.
- Leads in the evaluation of elementary instruction methods and programs, and recommends such changes and improvements as are needed.
- Develops an effective, district wide program of supervision and in-service education of the instructional staff of the elementary schools.
- Integrates instructional programs among the elementary schools and articulates curricula between elementary grade levels, and between the elementary schools and the middle schools.
- Assists principals in the planning and implementation of effective programs of supervision and evaluation.
- Observes the in-class performance of teachers, and confers and consults with the principals regarding their professional development.
- Designs, recommends, and carries out educational experimentation, and disseminates and interprets the results to administrators, teachers, and staff, as appropriate.
- Coordinates and maintains such record keeping as is necessary.
- Assists in the recruiting, interviewing, screening, and recommending of qualified candidates for positions on the elementary school professional staff.
- Assists in planning and supervising the instructional orientation program for new elementary teachers.
- Supervises and coordinates the work of members of the instructional staff who provide special services to the elementary schools.

- Oversees and assists in administering the budget for elementary instructional materials.
- Guides research, textbook selection, examination procedures, the setting of grading standards, and the effective use of facilities and equipment at the elementary school level.
- Works with teachers in the preparation of curriculum and materials.
- Engages in an ongoing evaluation of the effectiveness of the instructional program.
- Participates with Human Resources and principals in determining staffing for elementary schools.
- Coordinates and maintains such record keeping as is necessary.
- Monitors and maintains appropriate data to ensure the effectiveness of programs
- These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

Additional Job Functions

Performs other duties as required.

Minimum Education and Experience Required to Perform Essential Position Functions:

Minimum 3 years successful experience as an elementary school principal and Master's Degree or higher in Administration and Supervision; or any combination of training, education and experience deemed by the Director of Schools to be an appropriate substitute for the foregoing requirements. Tennessee Driver's License.

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;

- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date