

**Clarksville Montgomery County School System  
Job Description**

**Position Title:** Elementary School Director **Department:** Instruction

**Grade:** 510

**Date:** December 2006

**Reports to:** Chief Academic Officer

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**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:**

- 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.

**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.

**(ADA)MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**LANGUAGE ABILITY;** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE;** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Human Resources.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

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

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

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to Instruction/ Human Resources.

**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).

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.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

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**Date**