



POSITION DESCRIPTION

Title: Director I, Elementary Education and Professional Development Director of Elementary Education	
Department: Curriculum and Instruction K-6 Educational Services	FLSA Classification: Exempt
Bargaining Unit: None	Work Year: 203 Days 221 Days
Reports to: Assistant Superintendent of G&I K-6 Student Support	Board Approval Date: 05/28/2014 1/28/2026

Salary Grade: Scheduled Management Range 27

Primary Function:

Provide leadership, coordination and support to the Elementary Division to assure the highest quality education to TK-6 students in Santa Rosa Elementary District

Essential Job Functions include, but are not limited to the following:

1. Directs and coordinates the planning, implementation and evaluation of grade TK-6 programs district wide
2. Serves as a member of the Educational Services team
3. Provides district level curriculum leadership
4. Assists principals and teachers in planning and administering the instructional program in all curriculum areas
5. Serves as instructional lead for Common Core standards implementation and Smarter Balance assessment
6. Collaborates with Secondary Directors, Coordinators, Teachers on Special Assignment and Assistant Superintendents to provide TK-12 articulation for content subjects and projects
7. Provides management to the school sites and work together to implement the Board adopted process for textbook and instructional materials selection
8. Directs the curricular work of Teachers on Special Assignment (TOSA's)
9. Works collaboratively with the Executive Director of Special Education, Executive Director of Student Services and the Executive Director of Information and Evaluation other departments to support principals in the development of intervention programs for struggling students
10. Leads the development, implementation and evaluation of staff development events to support the Theory of Action
11. Support schools with the implementation of the Positive Behavior Intervention Program
12. Provides oversight for the grants and programs specific to Elementary Education
13. Develops programs and partnerships with community based organizations and county to build full service community schools
14. Coordinates district-wide events to support a college and career readiness culture
15. Provides support to the Student Services, Elementary Division by:
 - a. Provide assistance for categorical, special programs and grants
 - b. Providing leadership in short and long-range planning
 - c. Keep informed and educate Curriculum and Instruction team in

- current trends in Elementary Education
 - d. Assist in the development of school board policies
 - e. Prepare all required reports and maintain all appropriate records
 - f. Monitor program and special project budgets as assigned
 - g. Serve as a member of the management negotiating team for CSEA or SRTA
 - h. Assist sites in planning and implementation of summer elementary programs
 - i. Serve as line support for assigned schools, fielding parent, principal and staff questions
 - j. Perform evaluation of assigned TOSA's and clerical staff
16. Oversees, supports and maintains files ELD in accordance with state policies at the elementary level
17. Perform other duties as assigned by the Assistant Superintendent of Student Services, TK-6

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum of five (5) years teaching and/or administrative experience
- Minimum of three (3) years Site administrative experience
- Experience in elementary (TK-6) school education

Licenses/Certifications:

- California Administrative Credential

Knowledge of:

- TK-6 curriculum, instruction and pedagogy.
- Current educational research and evidence-based programs and initiatives.
- Effective strategies, curriculum and instruction for use with English Language Learners.
- Alternative school settings.
- State and Federal Programs.
- Research-Based student behavior intervention practices.
- Special Education and the related laws and regulations.

Ability to:

- Clearly and effectively communicate with a variety of audiences.
- Clearly express information in written formats.
- Establish and maintain positive relationships with school and district personnel.
- Act in a professional and positive manner.
- Use tact, patience, and courtesy.
- Provide leadership with respect to the implementation of Board-adopted curriculum and policies, and the Strategic Plan.
- Strategically think with a proven record of consistently exceeding goals in an educational setting.

Working Conditions

- Office environment as well as many hours spent outside on the campus or inside various classrooms.
- Hours may vary to meet school needs.
- Some local and out-of-county travel may be required for the purpose of meetings, events and other activities.

Physical Abilities

- Sitting for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds.