**NELSON COUNTY SCHOOLS**

**Job Description**

**TITLE:** Director of Elementary Schools and Preschool

**QUALIFICATIONS:** Master’s Degree plus thirty (30) hours (Rank I) preferred; minimum of ten (10) years of experience; five (5) years of successful teaching experience and five (5) years of successful administrative experience and/or leadership preferred. You can’t get 5 years of administrative experience without proper administrative certification. If we want the experience, we need to require the degree. This job needs a principal certification, Supervisor of Instruction and/or Superintendent requirement. Or two of the three.

**REPORTS TO:** Superintendent

**JOB GOALS**: To facilitate programs and services for elementary students while assisting principals in the effective implementation of a soundly based systematic approach to improving education and learning for all children.

**PERFORMANCE RESPONSIBILITIES:**

Supervises: Digital Learning Coach, Elementary Schools’ Instructional Coaches, Director of State and Federal Programs, Early Learning Center Programs and Childcare Programs. , Pre-School and Elementary Principals

Assist principals, councils, and staff with assessing school needs and services, instructional programs and strategies, and implementing an effective curriculum and method for improving instruction and ensure that all students learn to their highest potential.

Maintain a current knowledge base in several areas: curriculum and instruction, KERA, best practices in education, special education, effective management and communication strategies, Southern Association of Colleges and Schools (SACS), all applicable Federal and State regulations, and all local Board policies and procedures.

Collaborate with District staff and others to develop, implement, and/or obtain and provide needed resources, services, and materials for the students.

Respond in a timely manner to parent and community concerns about the elementary school program and related issues upon request as needed; facilitate group meetings as needed.

Supervise and evaluate staff as assigned. Visit each school on a regular basis; attend faculty meetings, SBDM Council meetings, and other events/activities as appropriate.

Assist schools with the development and implementation of improvement plans and professional growth plans for schools and principals.

Work on the development, implementation, and evaluation of the district improvement plan, and other school district projects and committees.

Prepare, administer, and monitor appropriate budgets.

Communicate directly and frequently with principals, district staff, and others as needed on issues related to the school and the district.

Collaborate with regional, district and school preschool staff to ensure quality pre-K readiness is established.

Assists the professional development and instruction for early childhood education.

Prepares preschool reports as required by Department of Education.

Coordinates and prepares early childhood evaluations.

Prepares and monitors early childhood budgets.

Assumes responsibility of writing early childhood grants.

Assist with the scheduling and coordination of all elementary school and preschool promotion/recognition exercises.

Review and analyze all student achievement data, and use the results to assist principals and SBDM Councils to improve and develop students’ achievement reports as needed.

Provide strong, direct instructional leadership to the schools and district. Review best practices with principals, provide information, and facilitate PD sessions for principals and other school leaders.

Collaborate with district staff and others as needed to provide effective support, focused on student achievement for all students for each school.

Performs other duties as directed by the Superintendent.

Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.

**KNOWLEDGE AND ABILITIES:** To perform the responsibilities as previously outlined.

**ABILITY TO:** Perform as a leader such that student achievement is maximized.