

**POSITION:****DIRECTOR OF ELEMENTARY INSTRUCTION****POSITION SUMMARY:**

To provide leadership, coordination, and support to the Instructional Services Division to assure the highest quality education to students in Christian County Public Schools.

**QUALIFICATIONS:**

1. Kentucky Department of Education administrative certification for principal or instructional supervisor
2. 5 years combined experience in administrative/leadership positions

**REPORTS TO :**

Assistant Superintendent of Instruction

**PERFORMANCE RESPONSIBILITIES:**

- ❖ Direct and coordinate the planning, implementation, and evaluation of assigned instructional programs district-wide.
- ❖ Provide district level instructional leadership by:
  - a) Assisting principals and teachers in planning and administering the instructional program in assigned curriculum areas
  - b) Supporting principals and other school leadership in the use of data to determine the effectiveness of programs and practices
  - c) Serving as an instructional leader for standards implementation in cooperation with the Assistant Superintendent of Instruction
  - d) Mentoring principals as assigned to build instructional leadership efficacy
  - e) Collaborating with the Assistant Superintendent of Instruction and other staff members to provide K-5 articulation for all content areas and projects
  - f) Collaborating with district staff as requested to improve student readiness for key articulation points
  - g) Assisting the Assistant Superintendent of Instruction in coordinating the work of Instructional and Behavior Coaches
  - h) Working collaboratively with district staff to support schools in the development, implementation, monitoring, and evaluation of intervention services, instructional practices and instructional materials/programs
  - i) Coordinating district-wide events as directed by the Assistant Superintendent of Instruction
  - j) Co-leading the development, implementation, and evaluation of professional learning structures and events
  - k) Working collaboratively with the leadership team in the instructional processes and operations of the Dr. Martin Luther King, Jr. Early Learning Center.
- ❖ Provide Support to the Instructional Services Division by:

- a) Promoting the Division's vision of a service-oriented organization to all stakeholders of Christian County Public Schools
- b) Providing assistance as requested for categorical, special programs, and grants
- c) Providing leadership in short-term and long range planning
- d) Staying abreast and educating the Instructional Services Division in current research and current trends in educational pedagogy and instructional practice
- e) Assisting in the development of policies and procedures as requested
- f) Preparing all required reports and maintaining all required records
- g) Performing or assisting in evaluations of assigned staff members
- h) Performing other duties as assigned by the Superintendent/Superintendent Designee

**TERMS OF EMPLOYMENT:** 238-day employee with salary and benefits as established by the adopted certified salary schedule of the Christian County Board of Education

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of certified personnel.

