



Job Title: Director, Elementary Integrated Literacy Studies **Exemption Status/Test:** Exempt
(Grant Funded)

Reports to: Executive Director, Elementary

Date Revised: August 2021

Dept. /School: Teaching & Learning Department

Primary Purpose:

Direct and manage the district's elementary literacy and social studies curriculum and professional development. Ensure that the development and delivery of curriculum and instructional programs are effective and efficient, incorporate district goals, and supports student achievement in the area of integrated literacy.

Qualifications:

Education/Certification:

Required:

Bachelor's degree

Master's degree in related field

Principal or Mid-Management Certification (or certification in progress)

Valid Texas Teacher's Certification

Experience:

Five (5) years of successful elementary classroom teaching experience

Three (3) years of district leadership experience

Experience with and/or participation in Reading Academy, preferred

Experience in the development and delivery of elementary literacy and social studies curriculum and instructional programs that incorporate district goals and support student achievement, preferred

Special Knowledge/Skills:

Required:

Extensive knowledge of curriculum and instruction with an emphasis on literacy

Experience developing curriculum documents designed to meet all students' needs

Experience with large-scale program implementations

Ability to interpret data and evaluate instruction programs and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Strong communication, public relations, and interpersonal skills

Major Responsibilities and Duties

Instructional and Program Management

1. Oversee the development and delivery of elementary literacy and social studies curriculum and instructional programs that incorporate district goals and support student achievement.
2. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.

3. Monitor and re-evaluate the implementation of instructional programs on an ongoing basis using input from teachers and principals, applied research, and data to determine effectiveness and improve outcome. Recommend changes and adjustments where appropriate in alignment with grant guidelines.
4. Ensure that the necessary time, resources, materials, and technology support accomplishment of student achievement goals.
5. Collaborate with curriculum and instruction coordinators, specialists, principals, teachers, and other instructional staff to develop, maintain, and revise curriculum documents based on a systematic review and analysis in alignment with grant guidelines.
6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student-learning needs.
7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (Texas Academic Performance Indicators).
8. Oversee staff development programs and provide effective activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission.

Budget & Inventory

9. Develop and administer the elementary literacy and social studies curriculum and instruction budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.
10. Participate in development, preparation, and administration of the budget for supplies and equipment and ensure that the program is cost effective and funds are managed wisely.
11. Contribute to the selection and purchase of supplemental equipment and supplies for the program in alignment with grant guidelines.

Other

12. Compile, maintain, and file all reports, records, and other documents required.
13. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities:

Elementary ELAR, SLAR, Social Studies curriculum coordinators and instructional support staff

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district wide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.