

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Director of Elementary Programming  
**Reports To:** Assistant Superintendent of Academic Services

#### **SUMMARY**

Assists the Assistant Superintendent of Academic Services in the development and implementation of elementary curriculum and professional learning.

#### **QUALIFICATIONS/REQUIREMENTS**

The Director of Elementary Programming shall have completed the equivalent of at least a Master's Degree program with extensive coursework and experience in curriculum revision and development. Classroom teaching experience of 5 years is preferred with a valid Missouri teaching certificate. Experience and certification in elementary administration is preferred.

#### **ESSENTIAL JOB DUTIES**

- Partners with the Director of Secondary Programming to ensure vertical articulation and alignment of curriculum, instruction, and professional learning.
- Collaborates with the members of the Academic Services Department, as well as with relevant stakeholders to meet the goals of the district strategic plan (CSIP).
- Leads in the development, revision, and implementation in all areas of elementary curriculum.
- Makes use of data to identify areas of curricular need as well as to improve student achievement.
- Works with stakeholders to analyze the elementary curricular needs of the District.
- Maintains the District budget for and facilitates the purchases of curricular resources.
- Provides leadership for and evaluates Content Leaders.
- Engages in ongoing research and professional learning to remain current with best practices in curriculum, instruction, and adult learning.
- Collaborates with teachers, staff, and administrators to provide professional learning opportunities that support the continuous growth of all staff.
- Provides leadership in the development, support, implementation, and evaluation of the District's professional learning plan and services.
- Maintains the District's professional learning budget and Title II funds.
- Coordinates summer school for grades K-5.
- Co-facilitates the District Professional Development Committee (DPDC).
- Supports Title I and Title II federal programs.
- Actively participates in elementary school and community programs.
- Demonstrates effective administrative, communication, organizational, problem-solving, and decision-making skills.
- Builds and maintains positive, professional relationships with district personnel, parents, and the community.
- Models a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Assistant Superintendent of Academic Services.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Director of Elementary Programming shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.