

**Valparaiso Community School Corporation**

3801 N. Campbell Street  
Valparaiso IN 46385

**Job Title: Director of Elementary Education**

Term: 260  
Days

Reports To: Superintendent / Designee  
Dept.: Central Administration Office

**EDUCATION/CERTIFICATION:**

Master's Degree in Education Administration and/or Curriculum & Instruction.

**KNOWLEDGE/SKILLS:**

Knowledge of curriculum and instruction.  
Ability to evaluate instructional programs and teaching effectiveness.  
Ability to implement policy and procedures.  
Ability to interpret data.  
Strong communication, public relations and interpersonal skills.  
Outstanding organizational skills and planning abilities.

**PRIMARY PURPOSE:**

Evaluate and provide leadership for the overall instruction program (K-5 grades) of the school district; responsible for the effective and efficient operation of Curriculum and Instruction; which includes, curriculum, staff development, testing and evaluation, special education, support services, gifted and talented services, STEM and other programmatic areas.

**POSITION RESPONSIBILITIES:**

1. Assists building level administration in hiring, inculcation, and evaluating practices related to elementary education including classified staff.
2. Direct instructional and curriculum services to meet students' needs.
3. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies and assessment techniques.
4. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
5. Work with appropriate staff to develop, maintain and revise curriculum documents based

on systematic review and analysis, and in the manifestation and maintenance of those documents in the LMS and other repositories.

6. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
7. Ensure the use of technology in the teaching-learning process.
8. Ensure that district goals and objectives are developed using collaborative processes and problem solving techniques when appropriate.
9. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
10. Actively support the efforts of others to achieve district goals and performance objectives (academic excellence indicators).
11. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
12. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
13. Monitor results and review the results with the building principal(s) to identify strengths and weaknesses with regard to a specific class/subject skill.
14. Work with identified teacher(s) to bring about increased student performance through agreed upon intervention strategies and classroom monitoring.
15. Conduct walk-thrus in all classrooms, with the focus on core subjects and provide feedback to the teacher and principal with recommendations for improvement, if warranted.
16. Implement the policies established by federal and state law, State Board of Education rule, and local Board policy in curriculum and instruction area and other areas assigned.
17. Serves as a positive role model.
18. Monitors the elementary school enrollment and schedule development for effective deployment of staff.
19. Coordinate the creation and utilization of common assessments in all elementary departments as appropriate; Complete the Formative Assessment Grant and Early Literacy Intervention Grants with input from other leaders.
20. Serves as the assistant CTC for VCS; reviews and follows all relative IDOE guidelines and state laws.

21. Directs the administration and coordination of the elementary schools intervention and alternative programs to ensure appropriate instructional experiences.
22. Oversees the District's summer school program, grades K-5; gives input to the Director of Secondary Education to complete grant documents
23. Performs other duties as assigned by the Superintendent of Schools or Designee.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provision of Board policy on evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.