



JOB DESCRIPTION

Job Title:	Director of Early Learning and Elementary Programming
Department:	Teaching & Learning
Reports To:	Executive Director of Teaching and Learning
Classification:	Administration
Location:	Administration Building
Salary:	On Schedule
Length of Contract:	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the supervision of the Executive Director of Teaching and Learning, the Director of Early Learning and Elementary Programming directs the PK-5 District program of study, curriculum, instruction, and professional development to ensure all students achieve at high levels. The Director of Early Learning and Elementary Programming, in collaboration with District leaders and principals, is responsible for the implementation and development of the District Equitable Multi-Level System of Supports (EMLSS) framework across all schools. The Director of Early Learning and Elementary Programming provides knowledge, guidance, and support to braid academic, social, and emotional learning support systems at the universal, selective, and intensive levels to increase student achievement for all students. The Director of Early Learning and Elementary Programming collaborates with other Directors and Principals on the development and implementation of instructional strategies throughout the District. In addition, the Director of Early Learning and Elementary Programming evaluates assigned personnel and performs related work as required.

Essential Job Functions

- Provides leadership, vision, and goal alignment to ensure continuous organizational development and improvement that supports the District vision and strategic plan.
- Directs and administers Head Start and EC4T programs including community sites.
- Provides instructional services to the schools and school staff.
- Leads program development, including curriculum, instructional strategies, and instructional materials.
- Plans and implements professional learning for principals, teachers, and support staff.
- Directs and assists with the implementation and creation of professional learning that supports the EMLSS.
- Directs and coordinates the selection of instructional materials in curriculum areas.
- Implements and directs the development of the District summer school program to include programming, and staffing.
- Directs and coordinates the development of the co-curricular programs.
- Directs Instructional/SEL and Literacy/SEL Coaches for implementation of high-quality instruction and the guaranteed and viable curriculum.
- Develops and administers the budget for curriculum, instruction, and professional learning.

- Provides leadership, training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of an EMLSS at the District and school levels.
- Provides direct support to school leaders in the implementation of the EMLSS framework to support the vision, mission, and goals of school improvement in teacher practice and student achievement.
- Supervises and evaluates Teaching and Learning Coordinators and other designated staff.
- Attends Principals' meetings and department meetings to provide updated curriculum information as requested.
- Coordinates assessment system including state and local assessments.
- Provides feedback, modeling, interpretation of data, and other supportive assistance necessary to implement an EMLSS.
- Assists in monitoring the fidelity of braiding academic, social, and emotional learning support systems.

Ancillary Job Functions

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Coordinates and collaborates with other Directors and Executive Directors for various District departments.
- Attends Board of Education meetings as needed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Minimum of three years of building level administrative experience at the early learning or elementary level.
- Minimum of five years of instructional leadership experience.
- Master's degree in Educational Administration, Educational Leadership or Curriculum and Instruction.
- Wisconsin Administrative Certification: Director of Instruction (#10).

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three or more years of PreK-12 teaching experience.
- Previous District level administrative experience.
- Experience with curriculum and instructional program development.
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of organizational systems, the role of public education in the United States, racial equity, social justice, culturally relevant instruction/practices, laws and practices.
- Knowledge of best practices and research in curriculum, assessment, and instruction.
- Knowledge of District policies and state/national legislation regarding curriculum and instruction.
- Ability to work successfully with teachers in the development and revision of curriculum.
- Ability to manage personnel and programs.
- Ability to make independent judgments.
- Ability to keep and maintain accurate records and to meet deadlines.

- Facilitation, presentation, interpersonal, and mediation skills.
- Ability to work with diverse curricular subject areas.
- Knowledge of program evaluation.
- Strong public speaking skills.
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Demonstrates an understanding and use of culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and listen.
- Must be able to work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.