



## **Executive Dir Elem Education**

### **Purpose Statement**

The job of Executive Dir Elem Education is done for the purpose/s of planning, developing, organizing, managing, directing, and implementing all aspects of elementary programs of the District which include instruction/pedagogy, supervision of principals, ESL, Title I, and other related work as required/assigned. This position attends the weekly District Council meeting and all board meetings unless otherwise notified.

This job reports to Superintendent

### **Essential Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Other Functions**

- Administers a wide variety of complex federal, state, and local compliance and labor codes/regulations for the purpose of ensuring compliance with all regulatory requirements.
- Develops staffing and compensation models in consultation with District Business Administrator for the purpose of meeting district staffing requirements while complying with regulatory requirements.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- Negotiates contracts and agreements (e.g. bargaining groups, employee interest groups, etc.) for the purpose of achieving outcomes consistent with the District's long and short-range goals.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. labor relations, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Presents information on a wide variety of topics for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the Human Resource needs of the district.
- Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
- Supports the Superintendent, School Board, and other administrators for the purpose of developing and implementing services and programs and achieving operational goals.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate

records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; pertinent codes, policies, regulations and/or laws; principles and processes involved in business and organizational planning , coordination, and execution; and group behavior dynamics.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

**Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Equivalency:** At least three years in educational administration or job related experience.

**Required Testing**

As required by USOE

**Certificates and Licenses**

Administrators Credential

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
Continuing Education Requirements  
Required to work some evenings and weekends.

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

Lane 1