

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Director of Elementary Special Programs

DEPARTMENT: Elementary Education
Administrative Building

REPORTS TO: Executive Director of Elementary Education

Position Summary: Under the direction of the Executive Director, develop, coordinate, and manage programmatic aspects of the Elementary Education Program. This position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Coordination, support, and management of the Elementary Special Programs such as the elementary Highly Capable programs, Elementary Science Technology programs, Pre-K/K Summer School, Pre-K Community Outreach program, and Elementary Outdoor Education Camp.
- Collect data and report to the appropriate stakeholders and decision-makers on District Elementary Programs.
- Develop, garner and manage ongoing funding such as grants and donations to further student learning opportunities.
- Assist with evaluation/audits of district special programs, in compliance with state and federal guidelines.
- Maintain all records, data, and paperwork required for assessments, program compliance, and progress monitoring.
- Develop and implement staff development/in-service plans, programs, and material for staff.
- Monitor, direct, and implement the administration of assessments for assigned programs.
- Facilitate and support teacher groups, committees, teams, department meetings, and other professional groups designed to improve instruction and curricula delivery.
- Evaluate assigned staff in accordance with District protocols.
- Act as a communication liaison between and among special programs teachers, principals, parents, and the Executive Director of Elementary Education.
- Attend parent meetings, provide parent workshops, and facilitate parent communication.
- Problem-solve and initiate solutions to issues or concerns from stakeholders.
- Provide support to elementary principals as assigned by the Executive Director of Elementary Education.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Continue professional growth of method and technique improvements.
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Master's degree from an accredited college or university with an emphasis in educational leadership.

EXPERIENCE: Five (5) years of successful teaching experience in public schools and effective work with school age students. Preference given to Elementary Level experience. Three (3) years of successful building level administrative experience, Elementary level Principal preferred. Prior experience coaching and training adult learners.

CERTIFICATES & LICENSES: Valid Washington State teaching and/or administrative certificate. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

REQUIRED TESTING: None Specified

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CONTINUING EDUC./TRAINING: Maintaining current knowledge of highly capable programs, curricular requirements, and evaluation frameworks.

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date