

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

Page 1 of 4

**TITLE:** EXECUTIVE DIRECTOR – ELEMENTARY EDUCATION

**REPORTS TO:** Assistant Superintendent of Educational Support Services

**SUPERVISES:** School site principals and other staff as assigned.

**JOB GOAL:** Under the direction of the Assistant Superintendent of Educational Services, the Elementary Executive Director is responsible for overseeing all aspects of the District's elementary instructional program (grades Pre-School through grade 5), including professional development, curriculum development and implementation, state and federal assessments, teacher support, school staffing recommendations and school site complaints. The Elementary Executive Director may oversee other Educational Services departments.

**QUALIFICATIONS**

***Knowledge of:***

1. Planning, organization and direction of instructional programs and other related District programs
2. Applicable laws, codes, regulations, policies, operations and procedures
3. Curriculum, standards, and assessments
4. Effective evaluation practices, including CTSP's
5. Normal school routines and practices
6. Professional Learning Communities
7. Program Improvement mandates
8. Current instructional theory and practice
9. Current successful personnel management and educational leadership strategies
10. Effective human resource development practices
11. Budget development, maintenance and monitoring
12. Effective leadership and supervision practices
13. Effective oral and written communication skills
14. The 40 Developmental Assets

***Ability to:***

1. Plan, organize and direct instructional programs and other related District programs
2. Demonstrate effective supervision skills
3. Demonstrate effective communication and interpersonal skills
4. Demonstrate strong scheduling and organizational skills
5. Diffuse difficult situations
6. Apply and explain rules, regulations, standards, policies and procedures

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

Page 2 of 4

**TITLE: EXECUTIVE DIRECTOR – ELEMENTARY EDUCATION**

***Ability to*** (continued):

7. Establish and maintain cooperative and effective working relationships with employees and persons contacted through the course of work
8. Meet demanding timelines and schedules
9. Oversee staff efforts to accomplish Board of Trustees goals and assignments
10. Plan and implement large scale projects
11. Prepare comprehensive narrative and statistical reports
12. Analyze situations accurately and adopt an effective course of action
13. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
14. Learn and follow the operations, procedures, policies, and requirements of this position
15. Establish and maintain effective work relationships with those contacted in the performance of required duties

***Training and Experience***

1. Valid California Administrative Services Credential
2. Teaching Credential
3. Master's Degree
4. Five years successful teaching experience
5. Three years of secondary site administrative experience, principal preferred

**ESSENTIAL FUNCTIONS**

1. Assist with the development, implementation, and interpretation of the District's elementary instructional program
2. Oversee staff efforts to accomplish Board of Trustees goals and assignments
3. Promote respect, trust, team building, open communication, mutual support, cooperation, and sharing of resources in the pursuit of District goals
4. Conduct information and training meetings with staff, parents, and students related to the District's elementary instructional program and goals
5. Coordinate inter and intra-department activities to facilitate the efficient implementation of instruction and student/staff service related programs
6. Facilitate communication and articulation of elementary curriculum among schools and elementary grade levels district-wide
7. Provide for the evaluation of instructional programs and assigned staff district-wide
8. Supervise and evaluate elementary school principals, and/or other Educational Services staff, as assigned
9. Expedite the preparation of instructional reports and information provided for the staff, public, and Board of Trustees

**TITLE: EXECUTIVE DIRECTOR – ELEMENTARY EDUCATION**  
**ESSENTIAL FUNCTIONS** (continued):

10. Work with elementary principal's and teacher's committees in organizing and coordinating grade level and departmental meetings to ensure continuity and articulation of the instructional program throughout the District
11. Support elementary principals in the development and implementation of site instructional goals that meet state and federal accountability targets
12. Coach site principals in providing feedback, supervision, evaluation, and support of all site certificated and classified employees.
13. Communicate with Human Resources appropriately as it relates to the intervention, assistance, support and disciplinary action related to school site certificated and classified employees
14. Coach elementary site principals in the development of master schedules and staffing plans for both certificated and classified service groups, including adjunct employees such as Affective Intervention Specialists and performance teachers
15. Communicate with Human Resources appropriately as it relates to the development of master schedules and staffing plans for both certificated and classified service groups, including adjunct employees such as athletic, band, and performance coaches
16. Support elementary principals in the development and implementation of site instructional goals that meet state and federal accountability targets
17. Oversee the development and implementation of elementary curriculum pacing guides, District benchmark assessments, content standards, courses of study, brochures, catalogues, parent handbooks, manuals and materials prepared by and/or to be distributed among the instructional staff
18. Oversee categorical program monitoring and compliance
19. Coordinate the District's elementary textbook and instructional materials adoption and purchasing process
20. Remain current regarding developments and trends in curriculum and instruction
21. Assist in the development and coordination of budgets
22. Supervise elementary department teachers on special assignment in their respective curricular areas
23. Coordinate the District's elementary music and enrichment programs, including the development of schedules and supervision of staff, as appropriate
24. Oversee District's elementary spelling bee, science fair, history day, and other related student events
25. Assist in planning and implementing professional development for instructional staff
26. Evaluate the appropriateness, quality, and effectiveness of the elementary curriculum, instruction and professional development program
27. Oversee new teacher in-servicing
28. Oversee services and instructional support for English Learners
29. Assist District and site staff in implementing Local Agency Plan (LEA) and addendum and program improvement mandates
30. Participate in instructional reviews and regular school visitations for observation and evaluation of the District's elementary instructional program
31. Collaborate with other District departments as appropriate
32. Participate in District in-service training as required

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

Page 4 of 4

**TITLE: EXECUTIVE DIRECTOR – ELEMENTARY EDUCATION  
ESSENTIAL FUNCTIONS (continued)**

33. Serve as part of the District's management team dedicated to the social, emotional and educational development of all students
34. Support and implement the District's Strategic Plan
35. Promote equity and fairness and respect among all staff members
36. Possess and utilize effective decision-making, problem solving, and conflict management skills
37. Implement and maintain multiple projects and deadlines
38. Take initiative in identifying and systematically solving challenges/issues
39. Perform other tasks and assume other responsibilities as assigned by the Superintendent/Designee and/or the Assistant Superintendent of Educational Services

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to thirty (30) pounds occasionally.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard with speed and accuracy in a safe and effective manner.

**TERMS OF EMPLOYMENT:** 240-day work year  
27 Vacation Days  
Certificated Management, Senior Cabinet-level

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The evaluation will be completed by the Assistant Superintendent of Educational Services.

Approved by: Board of Education

Date: June 27, 2013

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**

**MURRIETA VALLEY SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**