

**Job Title:** Director – Middle School Education



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Administrative – 3

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to provide leadership, support, and resources to define the vision and goals of Curriculum and Instruction aligned with the mission and goals of the District with special emphasis on highest student achievement. This position ensures that policies, procedures, and initiatives of the Superintendent and School Board are implemented appropriately by supporting middle school administrators in all aspects of middle school education; acting as a resource to school administration; and providing support and consistency in serving students and parents.

## **ESSENTIAL JOB FUNCTIONS**

- Reviews materials and participates in activities designed to develop expertise in the implementation of prescribed curricular experiences for students.
- Monitors the process of student performance to determine the strengths of the various programs.
- Visits schools and school leaders.
- Supervises the development, implementation, and evaluation of innovative curriculum and instructional programs.
- Assists school personnel in initiating and implementing new programs.
- Assists in school improvement initiatives.
- Assists in the development of student performance standards.
- Participates, as needed, in the recruitment, selection, placement, and appraisal of school-based instructional personnel.
- Supervises the development of administrative guidelines and policies related to assigned education programs.
- Works with appropriate personnel in the planning, modification, and construction of school facilities.
- Serves as the curriculum contact person for assigned areas.
- Develops FTE projections in collaboration with the Finance Department for each school center.
- Reviews and revises the Student Progression Plan.
- Facilitates principal meetings and other called meetings of school-based administrators.

- Assists school-based administrators in resolving conflicts involving schedules, staff, students, parents, or programs.
- Conducts classroom walkthroughs and rounding at all middle schools.
- Facilitates development of the District Rights and Responsibilities Handbook.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Interprets statutes and applies to District rules and regulations.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance and to address any complaints.
- Responds to concerns and inquiries in a timely manner.
- Keeps the Superintendent, through proper channels, informed of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Facilitates the development, implementation, and evaluation of staff development activities provided in assigned areas.
- Promotes and supports professional growth for self and others.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Determines and monitors FTE projections and class size for middle schools.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution with certification in Administration and Supervision or Educational Leadership.
- Principal Certification
- Minimum of ten (10) years of successful experience as a school-based administrator.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of the principalship and related responsibilities.
- Requires the ability to display knowledge of trends and current research in education.

- Requires the ability to display knowledge of Florida statutes, Department of Education rules, School Board policies, and administrative guidelines.
- Requires the ability to display knowledge of effective school concepts and principles.
- Requires the ability to supervise personnel.
- Requires the ability to plan and present information to the public.
- Requires the ability to make decisions based on relevant information.
- Requires the ability to understand the Course Code Directory and Florida statutes related to curriculum and instructional requirements.
- Requires the ability to work cooperatively with school personnel, community, and other departments and agencies.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to make decisions that involve multiple priorities, limited resources, and internal and external challenges.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.
- Requires the ability to interact with senior managers, citizens, and elected officials on a regular basis.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for word processing and/or accounting purposes.

### **PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

### **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**