

## Curriculum & Instruction – State of Division Report

<b>Division:</b>	<u>Curriculum and Instruction</u>
<b>Department:</b>	<u>Elementary Education</u>
<b>Department Head:</b>	<u>Dr. Deborah A. Malishan</u>

### **Staffing (08/09):**

Cost Center Numbers for employees (list all that are applicable) 4402

	Number of Employees
<b>Total Department:</b>	<u>2</u>
Admin	<u>1</u>
Prof / Tech	<u>    </u>
Instructional	<u>    </u>
ESP	<u>1</u>

### **Budget Summary (without personnel) (08/09):**

General Revenue Budget:	<u>\$9,380.00 for Elementary, Middle &amp; High School</u>
Federal Project Budget (specify)	<u>    </u>
State Project Budget (specify)	<u>    </u>

### **Department Summary:**

#### **1. Scope of Operations**

Responsibilities include:

- supervising 22 elementary principals, principal evaluations, contract issues
- staffing school sites, handling grid changes, FTE
- visiting school sites, rounding
- attending specific school events, meetings, emergencies,
- reviewing budgets, school improvement plans, CIM process plans, SuccessMaker action plans
- handling parent telephone calls, emails, and conferences
- serving on District and Department Committees
- meeting with elementary principals and AP/CC/ERTs monthly
- handling DOE and state mandates
- attending district meetings
- interfacing with curriculum specialists
- organizing Annual Administrative Conference
- handling school specific faculty and staff issues
- ongoing monitoring of student achievement

#### **2. Recent Efficiency / Cost Reduction Initiatives (08/09)**

- increased responsibilities when Director of Elementary Education was not replaced
- assigned placement of student teachers (112 for current school year) in District schools when Director of Staff Development was not replaced

**3. Successes (last 4 years – 2004 – 2008)**

- equipping principals with the skills needed to serve as the instructional leader of the school site to include on-going classroom visits and teacher specific feedback

**4. Department Short Term Goals (to be accomplished by the end of 2008 – 2009)**

- round each of my 22 schools once a month
- send at least one thank you per week
- on-going review of student data via computer

**5. Department Long Range Goals (specify time line)**

- to provide the instructional leadership and support to principals so that all my schools are at least at the 50<sup>th</sup> percentile on FCAT Reading & Math by the end of school year 2009-10

**6. Major Challenges for Department**

- providing needed ongoing and daily support to 22 elementary schools