



ASSISTANT SUPERINTENDENT, ELEMENTARY SCHOOL EDUCATION

GENERAL RESPONSIBILITIES

Articulate the missions, goals, and objectives of the Virginia Beach City Public Schools to the elementary school communities in Virginia Beach. Provide leadership to the elementary school communities in Virginia Beach. Provide leadership to elementary schools principals and assistant principals. Supervise all elementary school administrators. Ensure achievement of Virginia Standards of Learning Allocate staff to elementary schools. Monitor class size ratios for elementary schools. Communicate policies, practices, and procedures to all elementary staffs. Assist in planning and developing staff development for administrative staff.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversee development of school operational forms. Prepare state reports. Investigate school concerns and complaints. Prepare weekly newsletter for elementary principals.
- Plan and provide oversight, along with other three assistant superintendents, monthly staff and principal meetings Ensure that all schools have necessary supplies, equipment, and instructional materials. Assist in the planning of a three-day leadership conference.
- Serve on the school system leadership team or cabinet.
- Work closely with other school departments to ensure adequate support of schools.
- Monitor school strategic plans and ensure the adherence to system strategic plan and goals.
- Assist in implementation of summer school. Develop Report Card Calendar and other administrative time lines. Provide assistance in the opening of new and renovated school sites.
- Perform tasks and special projects as assigned by the Superintendent.
- Ensure school compliance with local regulations, state requirements, and Virginia Standards of Accreditation. Provide assistance in the implementation of the new Performance Standards and Assessment System, an evaluation system for all employees.
- Serve as school system representative on committees such as the Redistricting Committee.
- Oversee the revision and development of elementary student evaluation instruments.
- Ensure compliance with the state K-3 Class Size Initiative.

- Monitor principals' performance in four domains. Provide mentoring and training for new administrators. Monitor building utilization of elementary schools.
- Ensure communication of all school system and state goals to all school sites.
- Interpret School System policies and regulations to the school sites.
- Coordinate Academic Coordinator and Saturday Detention Programs for elementary schools.
- Staff administrative openings as they occur Monitor travel expenses and leave for administrative staff.
- Monitor class sizes and allocate staff as needed. Monitor building utilization.
- Prepare weekly newsletter for elementary principals. Revise student evaluation and accountability documents. Investigate and handle school complaints. Prepare for opening and closing of schools.
- Monitor schools strategic plans. Mentor new principals. Serve on division committees.
- Provide written response to certain concerns and complaints.
- Screen, interview, and recommend administrative appointments.
- Review practices and procedures, revise as necessary.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices, and procedures of school administration; comprehensive knowledge of school division objectives, procedures, and organization; comprehensive knowledge of school personnel and administrative practices, procedures and methods; excellent oral and written communication skills; ability to work with and through School Board members, administrators, teachers and all support staff; ability to conceptualize, initiate, monitor, and evaluate new and/or current programs; ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff, and associates.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Education and a Master's Degree in School Administration. Five years' experience in education, with at least two years of elementary school principal's experience. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.