

## **DIRECTOR, ELEMENTARY SCHOOLS**

### **GENERAL RESPONSIBILITIES**

Responsible for providing leadership and support to assigned elementary schools; ensuring alignment of elementary schools' Plans for Continuous Improvement with the school division's strategic plan; optimizing resources for assigned elementary school communities to achieve the school division's strategic goal and outcomes for student success; supervising principals of assigned elementary schools; communicating policies, practices, and procedures to staff of assigned elementary schools; monitoring implementation of the assigned elementary schools' plans for continuous improvement; monitoring alignment of each assigned elementary school's plan for continuous improvement with the division's strategic plan; providing effective crisis and issue management consultation; and assisting with plans for and implementation of professional development for staff in assigned elementary schools.

### **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 assigned elementary schools.
- Represent the, at meetings and events as needed.
- Ensure that data drive and support the focus of the assigned schools' Plans for Continuous Improvement (PCIs).
- Collaborate with the staff in Teaching and Learning, and Planning, Innovation and Accountability to ensure alignment of activities related to student learning and teacher, administrator, and staff competencies.
- Collaborate with personnel in Human Resources, Technology, Budget and Finance, and Division Services to ensure optimal resources are available to support assigned elementary schools.
- Collaborate with the Senior Executive Director of Elementary Schools to develop the budgets for the Office of the Principal-Elementary and the Elementary Classroom.
- Ensure assigned schools are supported in efforts to address continuous improvement at higher levels of achievement.
- Review and approve site-based professional learning plans (PLP) for assigned elementary schools.
- Ensure integration and use of technology by assigned elementary schools.
- Interpret school system policies and regulations for the school sites.
- Evaluate the performance of principals in assigned elementary schools.
- Conduct learning walks and observations.
- Assist with the process for screening elementary school administrative applicants, identifying interview panel members, conducting interviews with selected applicants, and forwarding recommendations to the Deputy Superintendent.
- Respond to staff concerns involving assigned elementary schools.
- Respond to parents'/guardians'/constituents' concerns in assigned elementary schools.
- Monitor and allocate staff to assigned elementary schools according to Standards of Quality (SOQ) and VBCPS staffing guidelines.
- Monitor class size ratios and monitor the school ratios for the K-3 Class Size Initiative in assigned elementary schools.

- Collaborate with the Lead Director for Elementary School Education to develop the budgets for the Office of the Principal-Elementary and the Elementary Classroom.
- Assist the Lead Director with management of the budgets for the Office of the Principal-Elementary and for the Elementary Classroom.
- Assist with coordinating meetings of the Elementary Principals’ League, the Principals’ Advisory Committee, and the Assistant Principals’ Advisory Committee.
- Monitor and approve leave requests from principals of assigned schools and approve in-city and out-of-city travel expenses for payment.
- Assist in revising/updating school division policies and regulations related to elementary schools.
- Assist the Lead Director and Director for Administration—DOSA in gathering data for local and state reporting.
- Provide information as requested for state reports.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge of the principles, practices, and procedures of school administration; comprehensive knowledge of the school division’s strategic plan; comprehensive knowledge of the school division’s procedures and organization; comprehensive knowledge of school personnel; ability to work with and through School Board members, administrators, teachers and all support staff; ability to inform and collaborate with school administrators based on research; ability to conceptualize, initiate, monitor and assess new and/or current school-based programs; ability to establish and maintain effective working relationships with school officials, administrators, teachers, staff, and office associates.

**EDUCATION AND EXPERIENCE**

Bachelor’s Degree in Education and a Master’s Degree in School Administration. Five years’ experience as a classroom teacher and a minimum of five years’ experience as an elementary school principal.

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

<b>FLSA status:</b> Exempt	<b>Description:</b> 9/09, 7/15
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