



EXECUTIVE DIRECTOR, ELEMENTARY TEACHING AND LEARNING

GENERAL RESPONSIBILITIES

Under the direction of the Chief Academic Officer, the position is responsible for directing the development, implementation and coordination of curriculum and instructional programs at the elementary level.

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.)

- Provides guidance and leadership to coordinators, teachers, parents, and administrators regarding policy, procedures, and the direction of the instructional programs.
- Develops and monitors short-and long-term goals to support the school division strategic plan.
- Plans, organizes and directs the elementary instructional program for the school division.
- Discusses concerns and issues with individual principals, supervisors and chiefs of various departments.
- Meets with principals and supervisors relative to instructional concerns and improvements and developing instructional procedures.
- Develops instructional budgets and financial accounts.
- Oversees the coordination of special elementary summer programs.
- Oversees the expenditures and accounting for funds for competitive or categorical grants.
- Discusses concerns and issues with parents and community members.
- Represents the school division on ad hoc committees and special projects.
- Develops summer curricula workshops and special programs.
- Attends regional and state meetings on instructional issues.
- Plans for instructional staff development activities.
- Directs the development of elementary curriculum.
- Attends School Board meetings and evening instructional functions.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a comprehensive knowledge of the principles, practices and procedures of school administration, and the development of instructional programs and curricula. Must have the ability to develop and present ideas effectively, orally and in written form; establish and maintain effective working relationships with school officials, school administrators, School Board, associates and the public.

EDUCATION AND EXPERIENCE

Master's Degree and a Professional license required with endorsements in Administration and Supervision Pre-K-12. An Ed. S., C.A.S. or doctoral degree is preferred. Must have extensive administrative and educational experience.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Driver's License
Regular and reliable attendance is an essential function of this position.