

**CAROLINE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION**

**Job Description: Director of Elementary Education**

<b>JOB TITLE:</b> Director of Elementary Education	<b>LOCATION:</b> Central Office
<b>IMMEDIATE SUPERVISOR:</b> Assistant Superintendent	<b>WORK SCHEDULE:</b> 12-M - 260 Days <b>PAY GRADE:</b> 134
<b>SPECIAL REQUIREMENTS:</b>	<b>FLSA STATUS:</b> Non-Exempt
<b>EDUCATION/EXPERIENCE:</b>  At least five years successful school administrative/supervisory experience  Experience as an elementary school principal  Postgraduate Professional License with an endorsement in Administration and Supervision  Such alternatives to the above qualifications as the Board may find appropriate	

**JOB DESCRIPTION:**

Provide supervision of K-5 building leaders, elementary novice teacher support coach, and instructional specialists in collaboration with the Director of Secondary Education; oversee school improvement planning, implementation, and monitoring in collaboration with the Director of Federal Programs; oversee gifted education; facilitate the development, implementation and evaluation of elementary curriculum/instruction, programming, and professional development.

**PERFORMANCE RESPONSIBILITIES:**

1. Observes and evaluates the performance of building leaders and instructional specialists.
2. Builds leadership capacity in all areas of the CCPS Leadership Growth Model to include the School Support Team Process (SST), Instructional Leadership Process (ILT), Professional Learning Communities (PLCs), and Administrative Check-ins with assistant principals (ACI).
3. Completes and submits required reports to VDOE assigned by the Assistant Superintendent.
4. Evaluates various grants for consideration, manages the application process, and implements the process once awarded; evaluates implementation using appropriate metrics.
5. Works with principal and teacher committees in organizing and coordinating grade level and departmental meetings to insure horizontal and vertical continuity and articulation of the instructional program throughout the division.
6. Participates in the recruitment, screening, hiring, training, and assigning of instructional personnel.
7. In collaboration with the Director of Federal Programs, works with all PreK-5 schools' grade level and subject teams on instructional improvements and the use of good data sources and collection.
8. Provides leadership and supervision to insure the understanding and promotion of the educational goals and objectives of the division.

9. Assumes the responsibility for reviewing and evaluating the results of all testing programs and other measures used by the schools and shares information with administrators and teachers.
10. Supports the development of each building's school-wide plan and facilitates ongoing monitoring through the use of professional learning communities, instructional leadership teams, and school support meetings.
11. Responsible for the development, implementation, assessment and evaluation of the PK-5 instructional programming in collaboration with the Director of Federal Programs with a special focus on the following areas:
  - Curriculum, Instructional & Pacing Guides
  - Alignment of instruction to state standards and resources
  - Professional Learning and Development
  - Instruction and teaching methods
  - Textbook , High Quality Instructional Material adoptions, evaluation, implementation and monitoring
  - Supplemental materials and programs
12. Maintains liaison and active participation with educational leaders in curriculum and instruction at regional, state, and national levels.
13. Plans and supervises remedial instructional programs, to include multi-tiered systems of support and coordination and development of summer programming.
14. Responsible for oversight of gifted education including leadership of the CCPS Gifted Advisory, monitoring of the Gifted Local Plan and implementation of gifted education in collaboration with school principals.
15. Utilizes data and needs assessment findings to develop relevant and timely professional development opportunities.
16. Administers various professional learning activities for school-based personnel: job-embedded, professional learning communities, division-wide professional development days, conferences, and online courses/webinars.
17. Mentors new teachers through job-embedded professional development.
18. Monitors implementation of professional learning.
19. Collaborates with personnel in Human Resources, Technology, and Budget and Finance to ensure alignment of activities related to student learning and teacher, administrator, and staff competencies.
20. Supports building leadership in providing a safe learning environment for staff and students.
21. Utilizes systemic practices, division policy, and fiscal and human resources to maximize organizational effectiveness.

Performs such other tasks and assumes other responsibilities as may from time to time be assigned by the Superintendent.

**EVALUATIONS:**

Performance on the job will be evaluated in accordance with School Board policy and administration regulations on evaluation of administrative personnel.