March 14, 2023

East Aurora School District 131 has the following opening(s) for the 2023-2024 school year and will accept applications from candidates who may be interested in the position(s) listed below. Medical, dental, vision, and term life insurance policies are available.

VACANCY NOTICE

POSITION TITLE: Executive Director of Elementary Teaching and Learning

BUILDING(S): Administrative Center

CLASSIFICATION: Tier IB

TERMS OF EMPLOYMENT: 12 months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR: Associate Superintendent or Designee

SALARY: Starting at $135,000/year commensurate with credentials and experience

EVALUATION PROCEDURES: Annually

START DATE: July 1, 2023

JOB ID: 4049

QUALIFICATIONS:

1. Illinois Professional Educator License (PEL) with General Administrative Endorsement.
2. Master’s degree with graduate training in administration supervision or curriculum.
3. Five (5) or more successful years in administration and school leadership experience preferred.
4. Proven record of accomplishment in school improvement at the secondary level.
5. Experience in implementation of research-based academic initiatives at the secondary level.
7. Experience with formative assessment design and data use for instruction.
8. Demonstrated leadership of continuous improvement and data based decision-making.
9. Ability to work effectively in a collaborative environment.
10. Excellent organizational skills, with ability to work under pressure and manage multiple, concurrent, and conflicting priorities and deadlines.
11. Solid written and oral communication, interpersonal, analytical, and decision-making skills.
12. Ability to work with a linguistically and culturally diverse public.
13. Effective written, verbal and technology based communication skills.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Oversees K-5 elementary schools including the supervision and evaluation of elementary principals.
2. Meets regularly with elementary principals to provide guidance and support with the development, implementation, and evaluation of curriculum and instructional services.
3. Provides leadership in developing best educational practices, services, and programs for high academic achievement that align with district initiatives.
4. Oversees the implementation and monitoring of school improvement plans and their alignment to increase student achievement.
5. Participates in the review and analysis of assessment data with Director of Assessment and other staff to provide direction and support for teaching and student learning.
6. Provides support and direction for implementation of Professional Learning Communities (PLCs) PreK-5.
7. Works with Director of Secondary Schools to ensure vertical alignment of PreK-12 teaching and learning.
8. Supports Director of Student Services and Director of Bilingual Services to ensure elementary schools are in compliance with state and federal regulations.
9. Meets regularly with elementary principals to provide guidance and support with all areas related to teaching and learning, and student behavior/discipline.
10. Attends and participates in the following: School Board Meetings, Superintendent’s cabinet meetings, District Improvement Planning Meetings, Curriculum Instruction and Assessment Committee, Joint Principal Meetings, and joint meetings as assigned.
11. Supports and supervises district initiatives to ensure full implementation and accountability.
12. Provides support and direction for implementation of Professional Learning Communities.
13. Leading the implementation and monitoring of school improvement plans and their alignment to best practices for teaching and learning and the district strategic plan.
14. Reviews elementary grading/promotion requirements.
15. Evaluates student disciplinary recommendations and actions.
16. Works with central staff and principals to review and analyze assessment data for the purposes of improving teaching and student learning.
17. Prepares and administers the elementary education budget, exclusive of salaries.
19. Supports Directors of Student Services and Language Acquisition with ensuring elementary schools comply with state and federal regulations.
20. Presents and facilitates meetings and professional development for a variety of district personnel on best practices and current trends in elementary education.
21. Participates on interview teams to screen and hire building and district administrators.
22. Coordinates secondary summer school programming.
23. Performs all other duties and responsibilities as assigned by designated supervisor.

APPLICATION PROCEDURE:

Applications should be completed online at https://www.d131.org. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.