

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: Director Elementary Education

QUALIFICATIONS:

- Hold a NJ certificate as Principal 6A:9B-12.5 or School Administrator 6A:9B-12/4
- Hold a Master's Degree from an accredited college or university
- Have a minimum of three years administrative experience
- Have a minimum of five years successful teaching experience
- Demonstrated success at designing and leading strategic planning and continuous improvement including the establishment of data priorities to raise student achievement
- Demonstrated ability to work effectively in the areas of instructional leadership, school administration, and supervision of programs and staff
- Demonstrates the ability to learn and implement current technologies and educational software
- Proven ability to effectively analyze data to evaluate and improve programs
- Exert project management, consultative and leadership skills
- Ability to design and implement professional development programs for elementary instructional and administrative staff
- Ability to work collaboratively with teachers and administrators

REPORTS TO:

Superintendent of Schools and Assistant Superintendent and works in conjunction with building Principals and District Supervisors

JOB GOAL/MAJOR FUNCTIONS:

The Director Elementary Education is responsible for providing leadership and guidance in all areas of Elementary Education (PreK-5), including instructional programs and curriculum, staff evaluations, student and staff wellness, the professional development of teachers and administrators, and related school district operations.

PERFORMANCE RESPONSIBILITIES:

1. Provide Principals with technical assistance with day-to-day operations of the building to maintain continuity and consistency throughout the district i.e., programs, schedules, student/staff assignments, timeliness, state/district mandates, observations, and evaluations.
2. Collaborates effectively with district staff and the community for the purpose of planning, developing, implementing, maintaining, and evaluating educational services and/or programs.
3. Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
4. Prepares documentation and reports data for the purpose of providing written support, conveying

information, and complying with Federal and State regulations.

5. Provide leadership and vision in creating, implementing, supervising and evaluating the district's educational programs, school services and operations to ensure continuous organizational development and improvement and make recommendations to the Superintendent, as necessary.
6. Assure that the Elementary Educational Program is aligned, seamless, and vertically and horizontally articulated, and work closely with the Assistant Superintendent.
7. Establish and promote high standards and expectations for students and staff for academic performance.
8. Provide oversight of the district's preschool program to ensure compliance with state and federal regulations, including curriculum alignment, professional development for staff, and preparation and submission of required DOE reports.
9. Receive, review, and manage all communications from the New Jersey Department of Education.
10. Represent the district by participating in regional preschool meetings to stay informed of best practices, updates, and emerging requirements.
11. Visits schools and classrooms to fulfill job responsibilities and evaluates learning climate.
12. Assist in the development and implementation of the district's professional development plan and assessment calendar.
13. Communicates and interprets information on programs, services, and regulations to school personnel, parents, the Board, and other districts for the purpose of understanding the program.
14. Assist the Assistant Superintendent in seeking, identifying, recommending, monitoring and evaluating curricular and instructional initiatives to promote student engagement and further student achievement.
15. Management of elementary curriculum, instruction, program, and assessments, as well as assisting with transition between grade levels, in coordination with District Supervisors.
16. Participate in curriculum auditing and make recommendations for course offerings.
17. Assist with reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
18. Assure compliance with all federal and state requirements and Board policies that relate to the responsibilities of this position.
19. Implements conflict resolution skills in a variety of situations with staff, families, and the community.
20. Regularly provide both verbal and written reports on the status of district and school level programs and services at the request of the Superintendent and/or Assistant Superintendent.
21. Attend local, national, and virtual workshops, conferences, and training sessions.

22. Participate in the Gloucester County Curriculum Consortium meetings.
23. Assist in development and review of District Technology Plan.
24. Facilitate monthly meetings of District Technology Committee.
25. Performs departmental administrative functions (e.g., hiring, recruiting, counseling, training, assigning, supervising, evaluating, monitoring budget, developing procedures, removal when needed of staff assigned within the district, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that necessary outcomes are achieved.
26. Actively participate in the preparation and administration of the district budget.
27. Oversee and manage the Preschool Education Aide (PEA) budget, ensuring appropriate allocation of funds and fiscal accountability to support high-quality early childhood programming.
28. Develops proposals, new programs, budgets and grants for the purpose of meeting the district's Strategic Plan and goals.
29. Monitor and manage budgetary accounts as assigned.
30. Attends Board meetings and prepares such reports for the Board as the Superintendent or Assistant Superintendent may request.
31. Provide leadership for district-level committees as assigned by the Superintendent and Assistant Superintendent.
32. Perform such other tasks and assumes such other responsibilities as assigned by the Superintendent and Assistant Superintendent.

TERMS OF EMPLOYMENT:

This is a twelve (12) month position with salary and contract terms to be negotiated with the Superintendent and the Board of Education.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel by the Superintendent.

Board Approved
(TBD)