

EXECUTIVE DIRECTOR ELEMENTARY EDUCATION

DEFINITION

Under general direction of the Assistant Superintendent of Education Services, the Director of Elementary Education is responsible for the administration, coordination and supervision of Elementary Education. Responsibilities include oversight of all elementary schools, and our Early Childhood Learning Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Guides and supports the development of curriculum and delivery of instruction by school instructional staff.
- Collaborates with curriculum department leaders on design, development and trainings
- Supports, develops, and provides administrator trainings (ie.- CLA, IBB)
- Guides and supports student learning and achievement in our elementary programs.
- Participates in research, textbook selection, examination procedures, the setting of grading standards, and the effective utilization of facilities and equipment for schools.
- Facilitates the solution of operational problems.
- Coordinates with Human Resources on enrollment and staffing of all elementary schools.
- Responds to elementary parent concerns and inquiries and coordinates resolutions with schools
- Develops new principal leadership
- Supervises and evaluates the performance of elementary principals
- Coordinates Elementary Principal Meetings
- Provides leadership in the design and development of new schools
- Provides leadership in the application of the facilities master plan and facility improvements
- Coordinates Kindergarten Round-up
- Serves as a liaison to community organizations, including the Irvine Public Schools Foundation, the Irvine Child Care Project, and the Irvine Junior Games
- Serves as a liaison to elementary families.
- Provides elementary program support for Language Minority
- Provides elementary program support for Student Services/Discipline
- Provides oversight for Transitional Kindergarten
- Supports School Site Council trainings
- Supports elementary school Assistant Principal training and development
- Supports site level school support TOSA training and development
- Facilitates retention and promotion appeals
- Serves as the elementary liaison to our Facilities Department
- Coordinates student intra-district transfers, placements and displacements
- Serves on Executive Cabinet
- Attends School Board Meetings
- Serves on the Facilities Advisory Committee
- Participates in Coordinator and Director Meetings

- Performs other responsibilities and duties as assigned.

QUALIFICATIONS GUIDE

KNOWLEDGE OF

- School and district policies
- Curriculum frameworks
- Effective instructional practices and materials
- Staff development approaches
- Developmental learning and brain research
- Student and program assessment
- Regulations and requirements related to grants and categorical projects
- Budget management
- Federal, state and local mandates concerning elementary instructional programs

ABILITY TO

- Relate well and work collaboratively with parents, teachers, administrators, and classified staff
- Lead planning and implementation efforts in the area of instruction
- Effectively supervise resource teachers and administrators
- Communicate clearly, orally and in writing
- Establish and maintain effective organization, community, and public relationships
- Implement systems for insuring that legal mandates are met
- Establish and maintain effective organization, community, and public relationships
- Comply with the district's customer service standards, as outlined in Board Policy

TRAINING AND EXPERIENCE

Five successful years of teaching and administrative experience in elementary schools. Experience at the district level, or experience as a principal is preferred.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.