



DIRECTOR OF ELEMENTARY EDUCATION

Mission

1. To provide strong leadership and mentorship for elementary schools (grades K-5) by pursuing an innovative, equitable and research-based vision for instructional programs and services.
2. To promote, facilitate and monitor the effective and systemic improvement of education in every elementary school and program so that all students are prepared for a seamless and successful transition to the middle school years.
3. To establish and monitor standards of performance for the evaluation of student progress and direct continuous evaluation of the instructional programs at the elementary level based on student data.
4. To work collaboratively with instructional leadership to facilitate coherent and aligned educational opportunities and supports for students during their elementary and transition years (pre-K and 5th to 6th)

Position Summary

The Director of Elementary Education formulates and implements a vision of effective instruction for grades pre-K to 5th aimed at developing and sustaining the highest possible level of progressive educational programs and services. As a key member of the Superintendent's instructional leadership team, the Director of Elementary Education collaborates with the Assistant Superintendent of Instruction, and other district administrators and Directors in providing strategic direction and implementing systemic improvement in curriculum, instruction, assessment, social-emotional and other school improvement initiatives, as well as the professional development of principals, assistant principals and professional staff. The Director of Elementary Education is an effective supervisor and mentor for elementary principals and other administrators, providing the leadership that enables them to move elementary education improvement efforts forward toward the accomplishment of Board and district goals, and that propels them to become effective instructional leaders in their buildings. The Director of Elementary Education focuses on closing the achievement and opportunity gaps for traditionally underserved students, ensuring equity in elementary services and cultivating diversity in leadership positions. As a strong leader for the design, implementation, and management of a complex elementary system focused on continuous improvement of student performance and achievement, the Director of Elementary Education formulates and interprets policies

and procedures, ensures compliance with state and federal regulations, administers a department budget, and supervises departmental personnel.

Supervisory Relationship

This position reports to the Assistant Superintendent of Instruction. The Director of Elementary Education directly supervises elementary principals (grades K-5), administrators, specialists, licensed and professional staff, and classified employees.

Essential Functions

1. Focuses the work of all elementary-level personnel on ensuring that all students are on track to graduate college and career ready, with an emphasis on equity for traditionally underserved student groups.
2. Personally mentors elementary principals and facilitates professional development for elementary staff, with attention to promoting cultural diversity among leadership positions.
3. Promotes the systemic implementation of progressive educational practices, such as proficiency-based teaching and learning, social-emotional learning, and inquiry-based instruction.
4. Plans and implements strategic change initiatives through facilitation of dialogue among those involved and consensus building among various constituencies.
5. Involves principals in goal setting and evaluation of elementary programs, using on-site visits and multi-point data as the bases for decisions aimed at raising student achievement.
6. Works in tandem with the Instructional Cabinet to ensure the K-12 articulation of curriculum, academic and social/emotional/behavioral expectations, and to drive district wide instructional improvements in a coherent manner that supports Board and district goals.
7. Engages in program-related outreach to partners in the community, in business, and in higher education, with a goal of facilitating students' successful transition into post-elementary institutions and careers.
8. Collaborates with the Assistant Superintendent of Instruction to provide vision, direction, management and oversight for all aspects of the elementary program, including goals; budgets; curriculum; student assessment; program evaluation;

data collection and analysis; school improvement plans; compliance; and the selection, allocation, development, and supervision of personnel.

9. Works in tandem with the Director of Student Services and principals to facilitate the implementation of special programs at the elementary level.
10. Serves as a member of the Superintendent's Cabinet, the Instructional Cabinet, the Instructional Leadership Team and the District's Emergency Management Team.

Required Knowledge, Skills and Abilities

1. Ability to plan, organize, and direct a comprehensive elementary education program aimed at preparing every student for success.
2. Ability to lead improvement efforts toward identified instructional targets by motivating and mentoring building-level administrators and facilitating systemic change strategies, with an emphasis on progressive educational practices.
3. Commitment to equity in educational opportunities for students and leadership opportunities for staff, especially with regard to members of traditionally underserved and underrepresented groups.
4. Excellent interpersonal and communication skills, with the ability to establish and maintain effective working relationships with parents/guardians, the community, institutions of higher education, business leaders, and administrative staff.
5. Strong knowledge of best practices in curriculum and instruction, program evaluation, leadership development, school improvement, budget management, and data analysis.
6. Demonstrated knowledge of state/federal regulations and accreditation requirements governing public education programs.

Minimum Qualifications

Education

- Master's degree in education or applicable field, required
- Administrator License issued by Oregon Teacher Standards and Practices Commission, required

Experience

- Minimum of five (5) years of experience as an administrator required, including a minimum of three (3) years as a building principal or administrator required, and two (2) years in a district-wide administrative position preferred.
- At least five years of experience as a classroom teacher in grades K-5, preferred.
- Demonstrated knowledge and application of effective elementary education principles, practices and trends.
- Demonstrated knowledge of curriculum, best practices in instruction and assessment, school operations and management, and leadership development.
- Demonstrated record of success in leading strategic educational initiatives that resulted in measureable improvements in student achievement.
- In-depth experience in the systemic implementation of progressive instructional practices.

ADDITIONAL INFORMATION	
Employee Unit	4J Maps Association
Pay Grade	Directors
Developed by	Cydney Vandercar <i>Director of Human Resources</i>
Reviewed by	Karen Hardin <i>Recruitment, Equity & Staff Development Administrator</i>
Approved by	Dr. Gustavo Balderas <i>Superintendent of Schools</i>
Last revised	January 2016

This job description in no way states or implies that duties above are the only duties to be performed by this position. The Director will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent.