

## Job Description

**JOB TITLE:** Director II, Elementary  
School Leadership

**POSITION CODE:** 1E25, AE25, RE25

**JOB CLASSIFICATION:** Exempt

**SUPERVISOR:** Executive Director,  
Elementary School Leadership

**PAY GRADE:** 49S

**CONTRACT LENGTH:** 245 Days

### **JOB SUMMARY**

Position is responsible for assisting in planning, monitoring and directing elementary academic support services to include in the development and monitoring of identified budgets, formulation of both short-term and long-range plans and strategies, guiding of policy development and program service design, coordinating of services implementation, and ensuring compliance with state and federal regulations. Position advises appropriate administrators on issues within assigned area of responsibility. Under the supervision of the Executive Director of Elementary School Leadership the employee performs most work independently and performance is evaluated by results.

### **ESSENTIAL DUTIES**

1. Supports elementary assistant principals in planning and implementing effective instructional programs
2. Provides professional development to elementary assistant principals monthly, to build leadership capacity
3. Serves as the initial contact with school administrators and parents on matters related to discipline and building operations.
4. Works closely with other departments to ensure the appropriate support of schools
5. Plans and coordinates school transition efforts (PK to elementary and elementary to middle)
6. Assists in the development and monitoring of schedules for elementary instructional programs
7. Prepares or directs the preparation of reports as required by federal, state, and local regulatory agencies
8. Provides input for department budget documents
9. Visits schools on a regular basis to monitor day to day operations
10. Models nondiscriminatory practices in all activities

### **OTHER DUTIES**

1. Initiates and maintains effective liaisons to maintain a current knowledge of developments and research in the profession
2. Performs other related duties as assigned by the Executive Director, Elementary School Leadership or other appropriate administrator

### **JOB SPECIFICATIONS**

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

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED)**

Must possess a Masters degree and be eligible for a Virginia License in administration and supervision. Must possess extensive experience in the field of public education to include classroom experience and supervisory/administrative experience. Must possess budget planning experience. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of public

education programs and services. Must possess a demonstrated knowledge of state/federal regulations and accreditation requirements governing public education program. Must possess excellent leadership, supervisory, interpersonal, and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, paraprofessionals, school administrative staff, parents, guardians, the community, and central office administrative staff. Must possess excellent leadership, management, and communication skills. Must possess experience supervising and providing performance feedback professional staff, managing budgets, and developing and interpreting student population projections and teacher allocation. Demonstrated strong computer skills in required. Must possess the ability to speak effectively before large groups and high level executives.

**WORKING CONDITIONS AND PHYSICAL DEMANDS**

Duties are performed in an office environment with no unusual physical demands.

The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions.

**SUPERVISION EXERCISED:** None

**SUPERVISION RECEIVED:** Executive Director, Elementary School Leadership

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Elementary School Leadership will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Elementary School Leadership. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_