



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Executive Director of Elementary Education
SCHOOL/DEPARTMENT	Curriculum and Instruction
SALARY	Admin VI plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Academic Officer
SUPERVISES	Director of Literacy/Professional Development; Facilitators for Pre-K, K-5 Math, AIG, and ESL; Specialist for ESL Family Outreach and Enrollment
WORK WEEK SCHEDULE	Monday - Friday; must be able to work late evenings and some weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Executive Director of Elementary Educations performs a variety of supervisory and administrative tasks overseeing successful implementation and monitoring services for Pre K-5 instruction. The Executive Director ensures the implementation of the district’s local Strategic Plan and Curriculum and Instruction Initiatives and facilitates communication between district Directors and building level administrators and staff. Additionally, the Executive Director vertically articulates and collaborates with Curriculum and Instruction Directors, building level administrators, and district student services departments in an effort to continuously improve programs of study and strengthen services to students and families.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the principles, practices, and procedures of school administration
- Comprehensive knowledge of school division objectives, procedures, and organization
- Comprehensive knowledge of school personnel and administrative practices, procedures and methods
- Excellent oral and written communication skills
- Ability to work with and through School Board members, administrators, teachers and all support staff
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs and to make recommendations for improvements
- Ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff and associates
- Knowledge of the County and School Board policies, procedures and standards regarding education
- Considerable knowledge of the organization and communication channels of the school system
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- General knowledge of the North Carolina Standard Course of Study
- Skill in counseling and developing staff
- Ability to assess the needs of students
- Ability to develop and implement policies, procedures and standards for services offered
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with the public

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in Education, Curriculum Development, or other related field
- Master's Degree from an accredited institution in School Administration, Education, Curriculum Development, or related field
- Six (6) to nine (9) years of experience in an administrative capacity in a public school setting
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Valid NC School Administrator (Principal) License – 012
- Valid NC Teacher License – related field
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Doctorate Degree from an accredited institution in Education, Curriculum Development or related field
- Valid NC School Administrator (Superintendent) License - 011

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees and is responsible for budget and program implementation in the following areas:
 - K-5 math, ELA, science and social studies
 - Title I
 - Title III
 - Pre-K
 - AIG
2. Supervise core curriculum and its implementation in Pre-k-5th grade
3. Coordinate and integrate the Pre-K-12 curriculum and instruction programs, including World Languages, with Directors, Instructional Facilitators, Coordinators, Supervisors, and Principals
4. Lead district MTSS implementation
5. Coach and mentor elementary principals
6. Develop effective coaching models and professional learning for district and school-based coaches
7. Effectively plan and facilitate professional learning for principals through a variety of means including monthly principal meetings
8. Collaborate with all staff in the areas of reading/literacy, academically gifted, Exceptional Children, ESL to implement effective programs
9. Work with principals to implement research-based instruction
10. Initiate and maintain effective liaison with other school districts and with independent schools in order to keep abreast of new educational developments and ideas
11. Design, organize, and facilitate K-5 Principals' Professional Learning Community Meetings
12. Co-design, organize, and facilitate K-12 Assistant Principals' Professional Learning Community Meetings
13. Work with families, teachers, staff and community as it relates to PreK and Elementary Instruction
14. Propose budgetary needs for school-wide, level-wide, and/or district-wide implementation of instructional programs
15. Work with committees to develop curriculum maps and benchmark assessments
16. Supervise and provide support for all children and families in Orange County School's Pre K Program
17. Collaborate with Exceptional Children's Program Director and Exceptional Children's Program Pre-K Facilitator on NC Child Find and serving identified 3 year olds
18. Create and sustain University and Community partnerships
19. Provide oversight and management to Federal Funds (Title I and Title III)
20. Collaborate with Title I principals on Site-based Comprehensive Needs Assessment
21. Collaborate with Central Services Staff, K - 12 Site-Based Administrators, Pre K - 12 Staff, Families and Community members on District Comprehensive Needs Assessment
22. Collaborate with Orange County Schools Budget/fiscal department to ensure fiscal responsibility
23. Insure that the collection and reporting of data meets federal requirements
24. Develop, coordinate and oversee implementation of the Title III Program for ESL students district wide
25. On-going support of District Coaching Collaborative Initiative
26. Support the implementation of district initiatives

- 27. Serves as a representing member of various stakeholder groups
- 28. Perform other duties as assigned by the Chief Academic Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
Reviewed by: Employee's Signature	Date
Approval by: Supervisor's Signature	Date
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*