

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

DIRECTORS

Director of Elementary Education

JOB TITLE: **DIRECTOR OF ELEMENTARY EDUCATION**

REPORTS TO: Assistant Superintendent of Teaching and Learning

SUPERVISES Supervisor of Humanities, Elementary and Supervisor of STEM, Elementary and other staff as assigned

NATURE AND SCOPE OF JOB:

The Director of Elementary Education oversees all instructional programs that impact students at the elementary grade levels. In collaboration with the Elementary Supervisors, the Director will ensure the necessary supports are in place to successfully implement the District's strategic plan, instructional plan, and professional development plan.

QUALIFICATIONS:

The Director of Elementary Education shall:

1. Hold a New Jersey certificate as Principal 6A:9B-12.5 or School Administrator 6A:9B-12.4
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of three years administrative experience.
4. Have a minimum of three years successful teaching experience.
5. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis and research related to learning.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate the ability to motivate people and work collaboratively with bargaining units.
8. Demonstrates the ability to learn and implement current technologies and educational software.
9. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Elementary Education shall:

1. Establish and promote high standards and expectations for students and staff for academic performance.
2. Implement the District's strategic plan and instructional plans.
3. Assist in the development and implementation of the District's professional development plan and assessment calendar.

4. Collect and analyze instructional, assessment, observation, and evaluation data and make recommendations to the direct supervisor for improved academic growth and achievement.
5. Evaluate staff utilizing the Board Approved evaluation tool.
6. Oversee the Humanities and STEM programming at the elementary level.
7. Develop and sustain external partnerships.
8. Participate in curriculum auditing and make recommendations for course offerings.
9. Prepares and submits a yearly budget.
10. Assists in state and district reporting.
11. Plans and conducts professional development at school and district levels.
12. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
13. Work cooperatively and collectively with principals, assistant principals, teachers, certificated and non-certificated staff, and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
14. Interpret the District's instructional program to parents and the community.
15. Develop procedures and guidelines that will provide for the efficient functioning of the program within approved Board policies:
 - a. Is aware of Board policies governing or related to educational programs.
 - b. Work with teachers and administrators to prepare recommendations for refined or new guidelines and procedures.
 - c. Inform appropriate staff of new and/or changes to guidelines and procedures.
16. Perform other related duties as determined by the Assistant Superintendent for Teaching and Learning.

EMPLOYMENT TERMS:

The Director of Elementary Education shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

EVALUATION:

The Director of Elementary Education shall be evaluated in accordance with Board of Education Policy.