



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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TITLE: Director of Elementary Education  
REPORTS TO: Superintendent  
QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Chief School Administrator Certificate preferred
3. Minimum of five (5) years teaching experience at the elementary level
4. Minimum of two (2) years of supervisor experience
5. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

### GENERAL DESCRIPTION:

The Director of Elementary Education shall be responsible for elementary instructional programs, grades K-5, articulation and implementation of the 6-8 instructional programs, and facilitate the ongoing development and alignment of the district's curricula, instructional coaches, professional development, innovation, and assessments.

### ESSENTIAL JOB FUNCTIONS:

1. Provides leadership and management of elementary curriculum, instruction, program, and assessments, as well as assists with the articulation and implementation of middle school programs, instruction, and assessments.
2. Assists principals and supervisors in identifying program needs and goal setting.
3. Provides creative leadership in the areas of short and long-range planning based upon experience and research.
4. Seeks out, identifies, recommends, leads, monitors, and evaluates curricular and instructional initiatives to promote student engagement and further student achievement.
5. Works with the Director of Secondary Education to manage and guide district assessments.
6. Partners with the Director of Secondary Education to serve as District Test Coordinator.
7. Maintains a close working relationship with district administrators to ensure information exchange, coordination of efforts, and overall support for the decision-making process.
8. Provides coordination for the implementation of new programs and initiatives.
9. Leads district committees as needed.
10. Works directly with district instructional coaches to provide guidance and support.
11. Assists in the recruitment, selection and placement of certificated staff.
12. Assists elementary principals and supervisors in the development of their budgets.
13. Prepares and manages grants to support district goals.
14. Participates in professional meetings outside the district and demonstrate ongoing professional growth.
15. Observes and evaluates administrators and supervisors.
16. Observes and evaluates the quality of instruction of teachers in all content areas and makes recommendations for the award of increments and the continued employment of teachers.
17. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

WORK YEAR: Twelve-month employee  
DATE APPROVED: October 18, 2016

APPROVED BY:

Board of Education