



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT
Job Description

SECTION 1140
CATEGORY Administration
SUB-CATEGORY Director of Elementary Education

QUALIFICATIONS:

1. New Jersey State Certification as a Principal or School Administrator required.
2. Minimum of five years of teaching experience.
3. Minimum of three years of experience in an administrative/supervisory capacity.
4. Exceptional writing, oral, interpersonal, and analytical skills.
5. Knowledge of applicable laws, regulations, and procedures.
6. Required criminal history check and proof of US citizenship or legal alien status.
7. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

REPORTING RESPONSIBILITIES

The Director of Elementary Education reports directly to the Assistant Superintendent for Curriculum and Instruction.

SUPERVISORY RESPONSIBILITY AND AUTHORITY

The Director of Elementary Education shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart.

JOB GOAL

The Director of Elementary Education promotes and executes a vision for effective, equitable and evidenced-based instruction and continuous improvement of student performance at the primary and intermediate levels. The Director of Elementary Education is responsible for the ongoing development, delivery, implementation, and monitoring of curricula, instruction, assessment, initiatives, events, and projects to align with the school district's mission and vision of teaching and learning at the elementary level.

TERMS OF EMPLOYMENT

Twelve-month individual contract. Eligible for Benefits. District-Wide and Central Office Non-Instructional Personnel.

PERSONAL EVALUATION

The Director of Elementary Education shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: the Assistant Superintendent for Curriculum and Instruction or the Superintendent at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT
Job Description

PERFORMANCE RESPONSIBILITIES

- I. Relationship with the Superintendent and Central Office Administrators
 1. Works with the Superintendent of Schools, as well as the Assistant Superintendents, keeping them informed on issues, strengths, and needs.
 2. Offers professional advice to the Assistant Superintendent for Curriculum and Instruction with appropriate recommendations and supporting data based on thorough study and analysis.
 3. Informs the Assistant Superintendent for Curriculum and Instruction on the status of job-specific projects or actions.
 4. Supports effective district decision-making by identifying, analyzing, and presenting available data in useful ways.
 5. Works with the Assistant Superintendent for Student Services and principals to facilitate the implementation of special programs at the elementary level.

- II. Educational Leadership
 1. Implements the district's goals, objectives, policies and the state's goals and requirements.
 2. Assists in the supervision of a program of continuous curriculum development and improvement in all subject areas in the school system.
 3. Recommends to the Assistant Superintendent of Curriculum and Instruction changes in policies and administrative rules relating to the implementation of the educational program in the school district.
 4. Encourages research and creativity among district staff.
 5. Assists in the evaluation of curriculum to ensure compliance with core curriculum standards, state law and affirmative action requirements.

- III. Budget Development and Financial Planning
 1. Assists the Assistant Superintendent for Curriculum and Instruction in the preparation of the annual budget related to curriculum, instruction, and assessment with accurate and complete information and analysis in the area of instructional services, supplies and equipment.
 2. Evaluates financial needs and makes forward-looking recommendations for adequate financing to accommodate short and long-range budget planning related to the instructional program.

- IV. General Staff Management
 1. Accepts and carries out responsibilities for maintaining liaison between the Superintendent of Schools and/or Assistant Superintendents and instructional personnel.
 2. Evaluates staff using an evaluation approach that identifies specific areas of strengths and needs. Recommends and plans with staff specific alternative approaches for improvement in performance.
 3. Assists in the recommendation, development and implementation of a comprehensive in-service program and courses responsive to staff development. Identifies in-service needs, in part from findings of the program review and staff evaluation processes.
 4. In cooperation with other district administrators, plans for the annual assignment of instructional personnel.
 5. In conjunction with the district administrative staff, assists in the supervision and evaluation of teaching personnel.
 6. Plans and administers procedures for the evaluation of all members of the instructional staff in the school district.
 7. Organizes, directs, and supervises the primary/intermediate supervisors to provide a comprehensive program of curriculum development and evaluation.



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT
Job Description

8. Serves as a member of the Superintendent's administrative team for administrators' evaluations.
9. Supervises, evaluates, directs, and works closely with the supervisors.

V. Curriculum, Instruction, and Assessment

1. Serves as a leader and general resource person in matters relating to elementary instructional programs, including, but not limited to curriculum, instruction, assessment, evaluation, scheduling, and state and federal reporting.
2. Reviews and assesses programs, addresses areas in need of improvement, and makes suggestions for changes and updates.
3. Guides program development and curriculum writing in specific areas related to 21st century learning and supports other curriculum writing through data collection and analysis.
4. Assists in the creation of a plan for assessment and assists supervisors with building various types of assessments that accurately measure student learning.
5. Oversee and monitor the implementation of curricula aligned with state frameworks, student and teacher performance objectives, curriculum standards and proficiencies in all subject areas.
6. Develops, evaluates, recommends, and promotes new or expanded programs and curricula.
7. Provides educational leadership in the application of district curriculum and the implementation of instructional programs of the district including ESL, Gifted and Talented, and Multi-tiered Systems of Support.
8. Coordinates the process of curricular resource (e.g. programs, textbooks, books, digital tools) evaluation, selection, and adoption at the elementary level, in alignment with the secondary program.
9. Researches and develops plans to implement curricula into existing courses or develops new courses.
10. Ensures instructional initiatives are directly connected to the district goals.
11. Works directly with school administrators, supervisors, and staff in the development, implementation, and evaluation of initiatives and curriculum. This includes increasing the data analysis capacity of administrators and all staff members.
12. Assists in the monitoring of federal, state, and local assessment scores as it connects to program and instruction.
13. Observes classroom instruction to evaluate teachers, curriculum implementation (content, materials, pedagogy, pace, and standards), student performance, and program effectiveness.
14. Collaborates with the technology department to ensure that appropriate materials are available to support programs.
15. Ensures coordination of services and articulation between all schools at the primary and intermediate levels.
16. Works cooperatively and collectively with principals, supervisors, and teachers to ensure instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
17. Communicates with the administrative and supervisory staff regularly about the needs, successes, and general operation of assigned programs and services.
18. Attends required staff meetings and serves, as appropriate, on staff committees.
19. Participates in professional learning opportunities to keep abreast of current pedagogy and trends.
20. Serves as a resource and communicates with parents regarding elementary education concerns.

VI. Other Duties

1. Maintains confidentiality and models non-discriminatory practices in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Teaching Staff Member/School District Reporting Responsibilities – 3159



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT

Job Description

- b. Physical Examination – 3160
- c. Substance Abuse – 3218
- d. Electronic Communications between Teaching Staff Members and Students – 3283
- e. Sexual Harassment – 3362

PHYSICAL DEMANDS

The physical demands described here are representative of those that 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 to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 10 May 2022