



# Charleston County SCHOOL DISTRICT

## Job Vacancy: Associate Superintendent of the Elementary Learning Community Certified Administrator 240 Days

<b>Purpose</b>	The Associate Superintendent of the Elementary Learning Community is responsible for driving measurable improvements in student achievement across all elementary schools and ensuring every school operates with urgency, accountability, and instructional excellence.
<b>Required Qualifications</b>	Masters; minimum of 8-10 years in education with 5 of those years as a principal, assistant principal or district level administrator; Current South Carolina Administration Certification; valid South Carolina Driver's License; proven track record and instructional leader and change agent with proven years of success in student growth and achievement; and knowledgeable in curriculum, assessment and instructional programs for grades PK-5
<b>Preferred Qualifications</b>	Eligibility for Superintendent Certification in South Carolina; Educational Specialist Degree; knowledge of Early Childhood and elementary school; strong communication skills both written and oral; presentation and interpersonal skills; ability to work independently in addition to a team environment; manage competing priorities while meeting tight deadlines; PC Skills (including, but not limited to, Microsoft Suite, Google Drive and MUNIS)
<b>Primary Responsibilities</b>	<ol style="list-style-type: none"><li>1. Establish clear annual academic performance targets for every elementary school aligned to district strategic priorities.</li><li>2. Monitor student achievement data weekly and monthly, including formative assessments, benchmark assessments, and state accountability metrics.</li><li>3. Identify schools, grade levels, and student groups not meeting growth targets and implement immediate intervention strategies.</li><li>4. Hold principals accountable for demonstrable improvements in literacy, numeracy, and overall student proficiency.</li><li>5. Ensure every elementary school maintains a school improvement plan with specific, measurable student outcome goals.</li><li>6. Lead district-wide strategies to close achievement gaps among student groups.</li><li>7. Ensure early literacy proficiency targets are met and intervene quickly when progress stalls.</li><li>8. Conduct regular principal performance reviews focused on student outcomes, instructional leadership, and school climate.</li><li>9. Meet with principals monthly to review school performance data and improvement strategies.</li><li>10. Provide direct coaching to principals on instructional leadership, staff management, and student achievement strategies.</li><li>11. Identify leadership gaps and develop or implement leadership improvement plans where necessary.</li></ol>

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<p><b>Primary Responsibilities (cont.)</b></p>	<ol style="list-style-type: none"> <li>12. Ensure each principal develops strong leadership teams capable of sustaining high performance.</li> <li>13. Conduct frequent school visits and classroom walkthroughs to monitor instructional quality.</li> <li>14. Ensure district curriculum is implemented with fidelity in every elementary school.</li> <li>15. Work with curriculum and academic teams to align instructional practices with district learning standards and expectations.</li> <li>16. Ensure teachers receive high-quality professional development tied directly to student performance needs.</li> <li>17. Identify and scale high-impact instructional practices across the elementary learning community.</li> <li>18. Lead a systematic review of school performance data to guide instructional and operational decisions.</li> <li>19. Ensure principals and leadership teams use real-time student data to adjust instruction and interventions.</li> <li>20. Present regular progress reports on elementary school performance to the Superintendent and Cabinet.</li> <li>21. Ensure all schools implement tiered academic support systems for at risk students.</li> <li>22. Align staffing, instructional resources, and operational supports with the academic needs of elementary schools.</li> <li>23. Participate in district strategic planning to ensure elementary priorities remain central to district initiatives.</li> <li>24. Identify operational barriers to student achievement and coordinate solutions with district departments.</li> <li>25. Ensure each elementary school maintains a safe, supportive, and academically focused learning environment.</li> <li>26. Work with principals to build strong school cultures focused on student success and high expectations.</li> <li>27. Partner with families and community organizations to strengthen support systems for student learning.</li> <li>28. Ensure consistent communication with school communities regarding progress toward academic goals.</li> <li>29. Lead district initiatives designed to improve elementary school performance and instructional quality.</li> <li>30. Identify innovative practices and scale successful strategies across elementary schools.</li> <li>31. Ensure the elementary learning community is prepared to meet emerging educational challenges and opportunities.</li> <li>32. Honor the confidentiality of sensitive information that pertains to the operation of the schools in the Learning Community.</li> <li>33. Other duties as assigned by the Deputy Superintendent and Superintendent.</li> </ol>
<p><b>Current Avg Salary</b></p>	<p><b>\$201,648.00– salary dependent upon experience</b></p>

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