

TITLE: DIRECTOR V, ELEMENTARY EDUCATION

WORK YEAR: 219 Work Days

REPORTS TO: Assistant Superintendent, Curriculum & Instruction TK-12

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent of Curriculum & Instruction the Director of Elementary Education provides strategic leadership and administrative oversight for the District's instructional programs from Preschool through Grade 6. This executive role is responsible for driving academic excellence, ensuring equitable student outcomes through data-driven inquiry, and managing the operational, budgetary, and legal frameworks that support elementary school sites.

EDUCATION, LICENSES AND EXPERIENCE:

- Master's Degree
- Valid California Administrative Credential
- Valid teaching credential with English Learner authorization
- Minimum of five (5) years of site administrative experience
- Valid California driver's license or identification card.

Primary Responsibilities

Instructional Leadership

- Spearhead the development, implementation, and evaluation of the instructional programs, ensuring alignment with State standards and District goals in an effort to increase learning outcomes and student achievement.
- Coordinate the research, selection, and adoption of student-based books, supplemental materials, and digital learning resources.
- Conduct regular school visitations to observe and evaluate the instructional program, providing direct feedback to ensure consistency across the District.
- Plan and facilitate elementary principal meetings and coordinate staff development efforts, including modern online professional learning platforms.

Student Outcomes

- Lead initiatives to increase academic outcomes and aggressively decrease disparities between student groups.
- I Collaborate with the Assistant Superintendent to align the core instructional program with all special programs and intervention services.
- Facilitate the "Cycle of Inquiry" through rigorous data analysis to inform instructional shifts and school improvement.

Operational Management

- Manage assigned budgets and monitor categorical funding—including LCAP and site-specific allocations—for all elementary schools.
- Oversee the strategic planning and execution of elementary after-school and summer school programs.
- Supervise and evaluate assigned personnel; represent the District in public forums, Board meetings, and community presentations.

Professional Knowledge and Requirements

Educational Expertise

- Comprehensive mastery of current State Elementary Curriculum Standards and Preschool–6 frameworks.
- Advanced knowledge of principles and practices in public school administration and curricular development strategies.
- Specialized knowledge in improving instructional programs for significant student groups, including but not limited to English Language Learners (ELL) and students in Special Education.

Legal and Regulatory

- Knowledge of the State Education Code, school law administration, and District Board policies.
- Understanding of labor law and the practical application of Collective Bargaining Agreements.
- Knowledge of Federal, State, and District policies related to student assessment and institutional accountability.

Visionary Leadership

- Provide transformative leadership and strategic planning to align human and material resources with the goal of delivering high-quality education.

- Champion the philosophy that all students possess unique talents and skills, ensuring these strengths are integrated into the core educational program.
- Analyze complex situations accurately and adopt decisive, effective courses of action to meet district goals.
- Lead, train, and evaluate assigned personnel, fostering a culture of accountability and continuous professional growth.

Communication

- Build and maintain cooperative, high-trust working relationships with District personnel, principals, teachers, parents, and community partners.
- Operate effectively within diverse socio-economic and multicultural environments, demonstrating cultural humility and inclusive practices.
- Deliver oral and written communications; design and lead high-impact presentations for the Board of Education, staff, and the public.

Organizational Excellence

- Effectively manage a demanding workload, navigating conflicting demands and high-pressure environments while meeting strict timelines.
- Utilize advanced data analysis skills to evaluate program effectiveness and inform specific instructional or operational uses.
- Maintain strict confidentiality regarding sensitive district and personnel matters; operate all job-related technology and systems with proficiency.

Physical and Mental Demands & Work Environment

(Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

Physical Requirements

- Ability to frequently bend, twist, stoop, reach, and operate a computer or other job-related equipment.
- Capability to push, pull, and transport instructional or presentation materials as needed for site visits or board meetings.
- Ability to perceive and articulate speech clearly in standard conversation levels and across various acoustic environments.
- Ability to commute to various locations to conduct district business and school site visits.

Mental & Cognitive Demands

- Ability to organize complex schedules and manage multiple conflicting priorities simultaneously.
- Proficiency in reading, interpreting, and analyzing complex data sets, printed matter, and digital reports to inform decision-making.
- Ability to identify systemic challenges and develop effective, logical solutions.
- Ability to compose professional correspondence and deliver presentations so that the intended message is clearly understood by diverse audiences.
- Ability to maintain focus and accuracy while working at a desk or participating in meetings of various configurations for extended periods.

Work Environment

- Primarily an indoor office or classroom environment
- Occasionally outdoor exposure.
- Ability to work effectively in a high-demand environment, navigating various meeting configurations and traveling frequently between district elementary sites.
- Must maintain the highest level of professional discretion and confidentiality regarding sensitive student and personnel information.