Job Vacancy: Director, Elementary Learning Community  
Certified Administrator 240 Days

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Supervises the principals of schools in the designated learning community and is responsible for the overall leadership, management, and operation of the schools in the designated area; serves as liaison between the respective constituent Boards and the Executive Director.</th>
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<td>Required Qualifications</td>
<td>Masters; minimum of 6-10 years in administration with 5 of those years as a principal, assistant principal or district level administrator; proven track record as change agent; 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)</td>
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<tr>
<td>Preferred Qualifications</td>
<td>Eligibility for Superintendent Certification in South Carolina; Educational Specialist Degree; knowledge of early childhood, elementary school, middle school, and high school curriculum in relation to South Carolina State Standards</td>
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| Primary Responsibilities | 1. Supervises and evaluates Principals by conducting performance reviews that stress accountability;  
2. Promotes professional improvement by conducting performance analysis, and taking appropriate action as necessary related to job performance;  
3. Directs and/or resolves problems associated with school-based operation;  
4. Assists with facilitating Principal employment;  
5. Works with principals, faculties and district personnel to monitor school performance data;  
6. Works with principals to set annual goals for improving student achievement and organizational effectiveness;  
7. Provides and/or assists in professional development activities for principals;  
8. Serves as an adviser to principals for improving communication between the schools and their respective communities and supporters;  
9. Supports principals in the implementation of the education plans;  
10. Assists with the allocation and assignment of appropriate personnel to schools at the designated level and review the scheduling of the schools with principals on an annual basis;  
11. Assists appropriate district and school personnel in the review of the curriculum and instructional delivery program;  
12. Provide support to building administrators within assigned learning community;  
13. Handle parent concerns and personnel issues as they arise;  
14. Act as mentor to assigned school based administrators;  
15. Work with learning community administrators to confirm procedures and processes are being followed;  
16. Create and implement best practices in assigned schools;  
17. Provide and collect curriculum data related to test scores, behavior, and staff satisfaction for learning community; and |

Submit resume and cover letter to susan_bell@charleston.k12.sc.us
18. Other duties as assigned by Executive Director and/or the Deputy Superintendent.

| Secondary Responsibilities | 1. Attend Board and District meetings;  
|                           | 2. Serve as the liaison for Constituent District Board;  
|                           | 3. Work with various community groups and ad hoc committees in designated learning community; and  
|                           | 4. Use and analyze data related to students, staff, school climate issues, and community needs. |
| Salary                    | $88,281.60 - $119,251.20 |