

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

<b>Purpose</b>	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.
<b>Required Qualifications</b>	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)
<b>Preferred Qualifications</b>	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
<b>Primary Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Supervises and evaluates Principals by conducting performance reviews that stress accountability;</li> <li>2. Promotes professional improvement by conducting performance analysis, and taking appropriate action as necessary related to job performance;</li> <li>3. Directs and/or resolves problems associated with school-based operation;</li> <li>4. Assists with facilitating Principal employment;</li> <li>5. Works with principals, faculties and district personnel to monitor school performance data;</li> <li>6. Works with principals to set annual goals for improving student achievement and organizational effectiveness;</li> <li>7. Provides and/or assists in professional development activities for principals;</li> <li>8. Serves as an adviser to principals for improving communication between the schools and their respective communities and supporters;</li> <li>9. Supports principals in the implementation of the education plans;</li> <li>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;</li> <li>11. Assists appropriate district and school personnel in the review of the curriculum and instructional delivery program;</li> <li>12. Provide support to building administrators within assigned learning community;</li> <li>13. Handle parent concerns and personnel issues as they arise;</li> <li>14. Act as mentor to assigned school based administrators ;</li> <li>15. Work with learning community administrators to confirm procedures and processes are being followed;</li> <li>16. Create and implement best practices in assigned schools;</li> <li>17. Provide and collect curriculum data related to test scores, behavior, and staff satisfaction for learning community; and</li> </ol>

Submit resume and cover letter to [susan\\_bell@charleston.k12.sc.us](mailto:susan_bell@charleston.k12.sc.us)

	18. Other duties as assigned by Executive Director and/or the Deputy Superintendent.
<b>Secondary Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Attend Board and District meetings;</li> <li>2. Serve as the liaison for Constituent District Board;</li> <li>3. Work with various community groups and ad hoc committees in designated learning community; and</li> <li>4. Use and analyze data related to students, staff, school climate issues, and community needs.</li> </ol>
<b>Salary</b>	\$88,281.60 - \$119,251.20