Job Announcement

Job Title: Executive Director of Elementary Schools

Posting Date: May 8, 2020

Closing Date: May 22, 2020

Job Type: Full-Time

Contract: 7.5 hours/day
252 days/year
12 months/year

Start Date: July 1, 2020

Pay: ☒ Salary ☒ In the Range of: $91,196 - $158,403
☐ Placement on Appropriate Grade and Step

DEFINITION

The Executive Director of Elementary Schools is responsible for direct administrative supervision over all schools and programs assigned. The work involves direct supervision of principals; explaining and interpreting the instructional program to the staff and the public; and responding to parent and community concerns.

SUPERVISION

Executive level duties are performed under the general direction of the Chief Schools Officer. Work is reviewed primarily for compatibility with the school division’s goals and objectives and requirements of the Commonwealth of Virginia.

DISTINGUISHING CHARACTERISTICS

This is a single position class with division-wide responsibility for school-based and centralized instructional activities as well as functions related to accountability and school governance and leadership.
ESSENTIAL FUNCTIONS OF THE CLASS (may not include all duties performed)

Supervises and provides direction to the principals and site coordinators assigned.

Evaluates performance of the principals and site coordinators assigned as often as prescribed by the established policies and procedures of Norfolk Public Schools.

Reviews evaluations made by principals and site coordinators of the personnel under their supervision as often as prescribed by the established policies and procedures of Norfolk Public Schools; observes the performance of teachers as needed and/or requested by building principals and site coordinators.

Reviews, offers suggestions, and monitors accountability/improvement plans of assigned schools and programs.

Coordinates with division and school level staff to facilitate timely preparation, completion, approval, and submission of all schools’ annual school accountability/improvement plans and required reports.

Assists building principals and site coordinators in utilizing formal and informal data to identify targeted students, plan intervention foci, and assist with the implementation.

Collaborates with the staff of the Division of Academic Affairs to provide schools with the resources and supports needed to increase student academic achievement.

Provides guidance to building principals (through observations, modeling, and feedback) relative to best practices that will directly lead to increased academic achievement for all students.

Monitors the fidelity of implementation of the interventions identified by individual schools to address the needs of students.

Guides building and division level administrators with the development of structures and processes that support standards-based, job-embedded, results-driven professional learning for teachers.

Effectively responds to parent and community issues and concerns.

Keeps informed of current trends and practices in the field of education and disseminates information to principals and site coordinators.

Engages in an on-going evaluation of the effectiveness of the instructional program; promotes an
understanding of the entire instructional program among all professional personnel; stimulates experimentation in teaching strategies; and explains and interprets the instructional program to the public.

Provides necessary budget information as requested by the Chief Schools Officer; assists in the development of the overall school division’s budget, including information relating to instructional supplies, equipment, building maintenance; and communicates personnel needs to the staff of the Department of Human Resources.

Collaborates with personnel of the Department of Curriculum and Instruction to formulate and implement in-service development programs that support school accountability/improvement plans.

Attends and participates in School Board meetings and prepares such reports for the School Board as directed by the Superintendent of Schools and/or the Chief Schools Officer.

Assists in the development of programs needed by elementary schools and programs and makes appropriate recommendations relative to resources required to implement the programs.

Reports on the status of elementary programs and services as directed by the Chief Schools Officer.

Maintains an effective understanding of the duties, standards, and conduct among the personnel assigned.

Assists in the screening and assignment of administrative personnel to assigned schools and programs.

Performs related duties as directed by the Superintendent of Schools and/or the Chief Schools Officer.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of school division’s organization, departmental responsibilities, mission, goals and philosophy.

Thorough knowledge of instructional processes and how they are organized and implemented for best effect.

Thorough knowledge of adult learning theory, program or curriculum development, and implementation procedures.
Ability to analyze new proposals and plans for instruction and provide practical comments and recommendations.

Ability to plan, organize, implement, assess, and modify curriculum development projects within the school division.

Ability to plan, supervise, and effectively evaluate the work of professionals and administrators.

Ability to communicate effectively both orally and in writing, including the ability to publish and to make presentations to community groups organizations and city officials.

Ability to secure and retain harmonious working relationships with teachers, administrators, and the public, both within and without the school division.

Ability to plan and implement training and information sessions, workshops, and other staff development activities.

Ability to coordinate and manage various projects on an ongoing basis.

Ability to exercise sound judgment and provide guidance, support, and direction to principals.

Excellent interviewing, supervision, data collection, and report writing skills.

Skill in management and administration of human and physical (including financial) resources assigned to the sub-function.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

Master’s degree (doctorate preferred) in school administration. Extensive experience in teaching and school administration at the elementary level. Thorough knowledge of the principles and practices of effective school leadership and administration. Knowledge of the policies, organization, and operation of the school division.

**LICENSE/CERTIFICATION**

Postgraduate Professional License with an endorsement in administration and supervision PreK-12.

**PHYSICAL ATTRIBUTES**

Work involves extensive division-wide travel on a daily basis from the central administration.
building to school sites and other community locations.

HAZARDS

Work involves exposure to normal, everyday risks in an office environment.

UNUSUAL DEMANDS

Work is performed in an office and at school sites and is subject to continuing stress and constant deadlines and frequent interruptions. Work during evening hours and on the weekends may be required.

To Apply: All applications, resumes, references, transcripts, and supporting documentation for this position must be submitted to the Executive Director of Human Resources. Separate applications are required for all administrative positions. Application forms may be secured on the NPS website: www.npsk12.com.

Staffing Contact

☒ D. Timothy Billups, pHCLE, SHRM-CP, PHR, IPMA-SCP – Executive Director – Administrative Personnel
☐ Johnay Brown, – Human Resources Generalist – Classified Personnel
☐ Sonja Hale – Human Resources Generalist – Elementary Education Personnel
☐ Christopher Meissel – Human Resources Generalist – Resource and Special Education Personnel
☐ Amanda Schilling, M.Ed. – Human Resources Generalist – Substitute Teacher Personnel
☐ Michael Sheets – Human Resources Generalist – Secondary Education Personnel