

## ORANGE UNIFIED SCHOOL DISTRICT

### **EXECUTIVE DIRECTOR, ELEMENTARY EDUCATION**

#### **DEFINITION:**

Under the general direction of the Assistant Superintendent of Educational Services, serve as the senior administrative officer for elementary school programs including staff supervision, curriculum and instruction and the overall operation of the elementary school instructional program.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise and evaluate all elementary principals, including all K-6 principals.
- Work with principals and District staff to analyze and evaluate the elementary program, including, but not limited to, review of test scores and development of short and long term goals both for the District and for individual schools and programs.
- Design and implement a staff development program for all elementary administrators and teachers.
- Plan and lead regular principals' meetings with agendas that include items of philosophy, principles, methods, and worthy developments in education, as well as matters of an operational nature.
- Provide leadership in the resolution of parent complaints, staff complaints, and operational problems of the elementary schools.
- Supervise curriculum development and implementation and textbook adoption processes in cooperation with curriculum coordinators, principals, teaching staff and community.
- Supervise the elementary music program, including curriculum development, staff development, selection of instructional materials, planning and leading regular staff meetings, and monitoring teacher evaluations.
- Supervise the organization and administration of the District's elementary summer school program by supervising the elementary summer school principals and monitoring the development of the curriculum, selection of materials, selection and training of the staff, enrollment of students and related attendance procedures, communication with parents, and resolution of operational problems.
- Supervise the implementation of the District's Promotion/Retention policies and administrative regulations, including establishment of academic benchmarks, design of intervention programs, monitoring the appeals process, and maintaining related statistics.
- Work with local preschools, District-sponsored preschool programs, and District intermediate schools to facilitate effective articulation of the instructional program provided to elementary age children.
- Participate in paper screening and interviews for positions of elementary principal and assistant principal to assist in the selection of candidates to be recommended to the Assistant Superintendent.
- Develop new policies and revise District policies on a systematic basis, as needed. Write agenda items for the Board of Education, as needed. These will be recommended to the Superintendent for presentation to the Board on a continuing basis.

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- Approve extended elementary field trips and participation in instructional programs provided by agencies other than the school district. Prepare Board agenda items for areas of responsibility for recommendation to the Superintendent.
- Screen requests made by organizations and community groups for appropriateness and education value.
- Screen the numerous information pamphlets community groups wish to distribute to our students.
- Keep the Assistant Superintendent of Educational Services well informed about issues related to elementary schools and the elementary program and perform other duties as assigned by the Assistant Superintendent and Superintendent.
- Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

All aspects of elementary education at the principal level, specific knowledge of curriculum planning and development, business, student activities, student discipline, and working successfully with parent groups.

Ability to:

Plan, organize and direct all aspects of an elementary school; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; keep current regarding preliminary teacher preparation programs including induction program, professional development, and knowledge about state-adopted academic content standards and performance levels for standards; establish and maintain effective working relationships.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above, including teaching and administrative duties at the elementary level.

Education:

A Master's degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but are generally less than twenty pounds.

Licenses:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.