

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resources

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

DIRECTOR OF ELEMENTARY EDUCATION

Title:	Director of Elementary Education	Reports To:	Chief Academic Officer
Department:	Academic Achievement & Accountability	Work Year:	229 Days per year
Classification:	Certificated Management	Salary	See Current Management Salary Schedule
Date Approved:	May, 2018		

**DESCRIPTION OF POSITION:**

Under the direction of the Chief Academic Officer, the Director is responsible for the administration, coordination, and supervision of all elementary and K-8 programs. The Director will provide supervision and support to all principals and district staff assigned to these programs.

**REPRESENTATIVE DUTIES:**

- Provide day-to-day leadership and direction to principals, and district staff assigned to department. *E*
- Provide leadership with respect to state standards, professional development, instructional programs, assessment, and academic interventions. This includes the facilitation of the implementation, articulation, and evaluation of programs and selection of instructional materials. *E*
- Assist site principals with the development and implementation of high leverage planning, including planning focused on K-8 and elementary education instruction and the development of the Single Plan for Student Achievement *E*
- Remain current with effective practices being used in urban schools to inform planning efforts. *E*
- Implement and interpret district policies and procedures to staff, parent and community members *E*
- Provide leadership for the effective use of data to inform instruction and decision making *E*
- Direct development of site level and district budgets aligned to the Local Control Accountability Plan *E*
- Prepare and review correspondence, report, grants, proposals and other major documents including board reports. *E*
- Provide support to principals and staff with respect to co-curricular and extra-curricular activities. *E*
- Perform related duties as assigned. *E*

**EDUCATION AND CREDENTIALS:**

- Graduate training with a Master’s Degree highly desirable, Doctorate desirable.
- Proven successful teaching and a minimum of three years of demonstrated leadership ability required.
- Possession of an earned, valid California Administrative Credential and/or appropriate Supervision Credential or eligibility of a valid California Administrative and/or Supervisor Credentials.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Elementary schools instructional strategies and school curriculum.
- Content Standards Curriculum
- Evidence of transformational leadership required.

- Knowledge of Small Learning Communities and Academies required.
- Commitment to success for all students required.
- Instructional technology skilled required.
- Desire to lead K-8 and elementary education revitalization required.

**ABILITY TO:**

- Interpret and apply rules and regulations relating to the instruction and curriculum of K-8 and elementary schools under the State Education Code.
- Supervise and evaluate assigned personnel.
- Establish and maintain effective working relationships with a wide variety of groups and individuals.
- Prepare and present comprehensive, effective oral and written reports.
- Effectively advise appropriate personnel.
- Plan and organize work.
- Meet schedules and timelines.
- Report writing methods and techniques.
- Operate a computer and other office equipment as assigned.

**WORKING CONDITIONS:** Environment: School and Office

**PHYSICAL REQUIRMENTS:** Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	2	Lift/carry 0-10 lbs	3
Twist	2	Lift/carry 11-25 lbs	3
Squat	2	Lift/carry 26-40 lbs	3
Kneel	2	Lift/carry 41-100 lbs	1
Climb	2	Stand	3
Reach above shoulder	2	Walk	3
Grip/Grasp	3	Sit	4
Extend/Flex Neck	3	Drive	4
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	4
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Gigi Patrick, Ed.D. Chief Human Resources Officer