



**DIRECTOR, K-12 & GIFTED PROGRAMS**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Chief Academic Officer, the position is responsible for monitoring and supporting Virginia Beach City Public Schools' curriculum for K-12 and Gifted programs, delivery of division-wide staff development for all instructional personnel, and the K-12 and Gifted education program budget, including the textbook budget.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for the development, implementation, and support of division initiatives and projects that span the K-12 arena.
- Work in a supportive, collaborative role with coordinators and principals to provide instructional support to all schools within the division on any K-12 program or initiative.
- Supervise the division's K-12 programs.
- Coordinate the curriculum within K-12 content areas and K-12 education activities.
- Evaluate the effectiveness of instructional methods and recommend revisions as needed.
- Provide regular, school-based instructional support to ensure alignment of written and taught curriculum.
- Manage and serve as point on the division's textbook adoption process.
- Provide input on the expansion or elimination of courses and programs as necessary.
- Oversee online course development within the K-12 arena.
- Participate in instructional audits and academic reviews.
- Assist in the planning of summer school programming.
- Serve as point for division-wide initiatives including, but limited to, the Transformational Learning Readiness process, the Teaching and Learning Framework, the citywide Teacher of the Year process, the professional learning specializations that originate from the Department of Teaching and Learning, and the implementation and management of K-12 digital resources.
- Collaborate with the Department of Human Resources on interviewing and recommending qualified candidates for identified positions, as needed.
- Interview and recommend candidates to fill instructional coordinator and specialist positions.
- Monitor the implementation of differentiated curriculum.
- Provide oversight of the testing and selection process for the VBCPS gifted education program.
- Work collaboratively with coordinators and instructional specialists to prepare and supervise the program's budgets and long-term programmatic planning.
- Assist teachers in the improvement of instructional delivery and performance.
- Indirectly supervise the efforts of teachers in all schools K-12.
- Serve as the content specialist, resource and advisor to teachers, principals and central office personnel.
- Assist building administrators with the interpretation of assessment data and the development of Plans for Continuous Improvement.
- Coordinate meetings with other content specialists, teachers, administrators and other central office personnel to disseminate information regarding current developments and teaching practices in the field.
- Work collaboratively with K-12 coordinators to develop and conduct division-wide staff development for instructional staff.
- Oversee the development and implementation of professional development for the Office of Transformational Practices and K-12 Programs personnel.
- Represent the school division in educational projects and initiatives at the local, regional, state and national levels.
- Serve as the central office contact and liaison with parents and the community regarding the division's K-12 instructional program and transformational practices initiatives.
- Conduct research on trends and best practices in various K-12 educational programs, such as art, music, PE, English as a Second Language and gifted education, and makes appropriate recommendations for new programs.
- Serve as the liaison with community and educational organizations, as needed.
- Perform related work, as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

Must have a thorough knowledge of the principles, practices, and procedures of school administration. Must have a thorough knowledge of policies and regulations governing the school division for local, state and federal entities; school division objectives, procedures, and organization; school personnel and administrative practices, procedures, and methods; thorough knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, measurement of training effects, and effective leadership practices. Must have the ability to demonstrate excellent oral and written communications skills, and establish and maintain effective working relationships with school officials, administrators, teachers, staff and associates.

**EDUCATION AND EXPERIENCE**

Master's degree in education, Administration and Supervision, PreK-12 endorsement, at least five years of experience as a classroom teacher and at least two years of secondary building-level and/or central office administrative experience.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/18
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