

SENIOR EXECUTIVE DIRECTOR, ELEMENTARY SCHOOL

GENERAL RESPONSIBILITIES

Articulate the missions, goals, and objectives of the Virginia Beach City Public Schools to the elementary school communities in Virginia Beach. Provide leadership to the elementary school communities in Virginia Beach. Provide leadership to elementary schools principals and assistant principals. Supervise all elementary school administrators.

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.)

- Interpret, develop, and recommend policies and regulations that govern the overall operation of the schools; review practices and procedures, revise as necessary.
- Ensure achievement of Virginia Standards of Learning.
- Recommend budget expenditures and manage the fiscal resources.
- Allocate staff and teaching positions to elementary schools based on staffing guidelines; monitor class sizes and allocate staff as needed.
- Assist in planning and developing staff development for administrative staff.
- Oversee development of school operational forms. Prepare state reports.
- Investigate and write responses to school concerns and complaints.
- Prepare weekly newsletter for elementary principals.
- Plan and provide oversight, along with the other senior executive directors, of monthly staff and principal meetings.
- Ensure that all schools have necessary supplies, equipment, and instructional materials.
- Provide assistance in the opening of new and renovated elementary school sites.
- Ensure school compliance with local regulations, state requirements, and Virginia Standards of Accreditation.
- Provide leadership to special projects assigned by the Superintendent and the School Board.
- Provide assistance in the implementation of the evaluation system for employees.
- Ensure compliance with the state K-3 Class Size Initiative.
- Provide mentoring and training for new administrators.
- Screen, interview, and recommend administrative appointments.
- Approve leave for school staffs and school administrators, and manage budgets that fund professional leave.
- Work closely with other school departments to ensure adequate support of schools.
- Approve and sign leave for administrators and professional leave for elementary school staffs and field trips for schools.
- Respond to parental questions and complaints via telephone, conferences, and correspondence; respond to principal concerns and requests.
- Monitor school strategic plans and ensure the adherence to system strategic plan and goals.
- Assist in implementation of summer school.
- **Develop Report Card Calendar and other administrative time lines.**
- **Oversee the revision and development of elementary student evaluation instruments.**

- Monitor principals' performance in four domains.
- Monitor building utilization of elementary schools.
- Ensure communication of all school system and state goals to all school sites.
- Coordinate Academic Coordinator and Saturday Detention Programs for elementary schools.
- Revise student evaluation and accountability documents.
- Prepare for the opening and closing of schools.
- Serve on and chair committees.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices, and procedures of school administration; comprehensive knowledge of school division objectives, procedures, and organization; comprehensive knowledge of school personnel and administrative practices, procedures and methods; excellent oral and written communication skills; ability to work with and through School Board members, administrators, teachers and all support staff; ability to conceptualize, initiate, monitor, and evaluate new and/or current programs; ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff, and associates.

EDUCATION AND EXPERIENCE

Bachelor’s Degree in Education and a Master’s Degree in School Administration. Five years' experience in education, with at least two years of elementary school principal’s experience. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00, 7/15
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