

Job Locator: S-1.1.35
Chief of Elementary Education
Pay Grade: Assistant Superintendent
Evaluated by: Superintendent

Job Description:

Directs district's strategic plan efforts and systemic reform to improve student achievement and staff effectiveness in elementary schools within the district. Facilitates curriculum, instruction, and assessment support services; monitors student academic achievement, and provides support services to help schools achieve desired results. Ensures adequate resources are allocated to maximize student achievement. Represents the Superintendent in the operation of all elementary schools assigned in accordance with the mission, vision, strategic goals and objectives of the Clay County District Schools. Manages the day-to-day operations of the assigned schools. Serves as a member of the Superintendent's Staff.

Responsibilities and duties of this position include:

1. Leads, directs, and manages operations for all elementary schools in the district; recruits, selects, orients, trains, coaches, counsels, and disciplines staff. Plans, monitors, appraises, and reviews staff job contributions to planning, development, delivery, follow-up, and evaluation of school operations. Evaluates the Principal of each assigned elementary school.
2. Represents the Superintendent in school operations in assigned schools in accordance with mission, vision, strategic goals and objectives of the Clay County District Schools.
3. Leads performance review process in schools to determine causes of low performance and advises on necessary school improvement efforts.
4. Reviews and monitors School Improvement Plans (SIP) and budgets of assigned schools to strengthen and align feeder pattern programs and articulation. Leads and advises district and school Instructional Leadership Teams to support development and implementation of SIP strategies, plans and action items.
5. Develops the instructional leadership capacity of Principals and school-based leadership teams utilizing performance data. Recommends candidates for principalship.
6. Communicates with internal and external stakeholders to enhance understanding of school needs, and district initiatives and priorities related to schools.
7. Keeps Board Members, Superintendent, and Chief of Staff informed of school matters, as well as other potential problems or unusual events, through appropriate channels and responds to constituent issues on behalf of the Superintendent.
8. Assists Principals and leadership teams in monitoring and maintaining compliance with district, state and federal mandates, policies and guidelines.
9. Performs other duties as assigned.

Required Qualifications:

1. Master's degree in an accredited college or university.
2. Experience: Five (5) years administrative work experience
3. Certifications and Licenses: Florida Department of Education certification in Administration and Supervision Education Leadership.

Pending School Board Approval: 8/2/2018