

# FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. JOB TITLE: Director of Elementary Education
- II. CERTIFICATION/QUALIFICATIONS: Intermediate Administrator and Supervisor Certificate issued by the State Department of Education. Minimum of eight years of successful experience in education, including five years of administrative or supervisory background. Experience at the elementary level is essential.
- III. WORK YEAR: 12 months
- IV. REPORTS TO: Superintendent of Schools
- V. JOB GOALS: Supervise and evaluate the elementary principals and curriculum leaders; conduct a continuous appraisal of the quality and adequacy of the PreKindergarten – 5 Program in cooperation with Principals, Curriculum Leaders and Coordinators ; assist principals in decision making in all elementary school matters; assists with administration of state and district assessments at the PreK and elementary school level; serve as the District’s ESEA Grant Coordinator; coordinate transition programs from pre-school to kindergarten and from grade five to grade six for students.
- VI. MAJOR RESPONSIBILITIES:
  - A. Administration
    1. Attend Board of Education meetings and work sessions to serve as advisor and resource to the Superintendent of Schools.
    2. Serve on or lead various system-wide committees, task forces, community-based groups and building project committees as may be required.
    3. Lead monthly meetings with the Elementary Leadership Team.
    4. Work cooperatively with administrators and other resource personnel to articulate the many aspects of the elementary program.
    5. Coordinate all data collection, analysis, assessment reports and records pertaining to the instructional program at the elementary level.
    6. Coordinate activities and interests of community agencies who may participate in the various aspects of the elementary school program.
    7. Develop and monitor the implementation of federal entitlement grants.
    8. Develop and implement Fairfield Public Schools’ Racial Imbalance Plan.
    9. Assist schools to resolve difficult personnel matters.
    10. Collaborate on district-wide facility needs
    11. Lead elementary enrollment analysis and develop recommendations for improvements.
    12. Develop and deliver presentations to the Board of Education on various initiatives
    13. Interpret and communicate various districts practices and policies to the community.
    14. Respond to Board of Educations questions/concerns related to elementary school issues.
    15. Enact and Enforce all Board of Education policies
    16. Partner with Central Office staff to determine staffing needs.

17. Collaborate with administrators to develop and implement district-wide safety and security procedures.
18. Facilitate opportunities for parent and community engagement at school-based and district events.
19. Collaborate on the development of the annual Superintendent's budget
20. Implement Open Choice Program with neighboring school districts.
21. Performs all other tasks and duties as assigned by the Superintendent of Schools.

B. Supervision and Evaluation

1. Facilitate the professional growth of elementary principals and curriculum leaders.
2. Evaluate elementary principals and curriculum leaders according to the Fairfield Administrator Evaluation Plan.
3. Provide supervisory support and advice to the elementary administrators.
4. Provide feedback to principals on school improvement plans and facilitate a process of making connections with other improvement initiatives
5. Observe instructional practices in elementary classrooms.
6. Assist the elementary principals with their administrative and operational responsibilities.
7. Consider requests for attendance by building administrators at conferences and/or meetings.

C. Program and Curriculum

1. Assist the elementary building administrators in the implementation and evaluation of the elementary program.
2. Establish a district-wide assessment calendar with common benchmarks.
3. Coordinate the Elementary Summer School Program.
4. Coordinate curriculum revision.
5. Ensure consistency of the elementary instructional program
6. Coordinate the district-wide preschool program.
7. Ensure consistent implementation of curriculum, instruction and assessment initiatives in all elementary schools.
8. Lead program review, revision and implementation for gifted, English Language Learners, and other elementary co-curricular areas.
9. Engage Elementary Leadership Team around a common vision and goals in order to bring about improvement in teaching and learning.
10. Collaborate on technology planning for elementary schools.
11. Lead the development of intervention services for elementary students.
12. Collaborate on behavior intervention services for elementary students.
13. Coordinate transition programs from PK to kindergarten and from grade five to grade six.
14. Lead the Elementary Leadership Team in the development and use of school improvement plans, data teams, instructional rounds and theory of action.