

Fairfield Public Schools
Fairfield, Connecticut

- I. **JOB TITLE:** **Director of Elementary Literacy and Learning**
English Language Learners and SRBI
Curriculum focus- Reading/Language Arts – Grades PK-5
- II. **CERTIFICATION/QUALIFICATIONS:** Intermediate Administrator Certification;
Reading and Language Arts Consultant Certification and/or Remedial Reading
Certification
- III. **WORK YEAR:** 12 months
- IV. **REPORTS TO:** Director of Innovation
- V. **JOB GOAL:** To provide leadership at the PK-5 level for the effective implementation of
the EL Program, SRBI Process, and Reading/Language Arts curriculum.
- VI. **MAJOR RESPONSIBILITIES:**
1. Provide leadership necessary for effective implementation of the Language Arts Curriculum PK-5.
 2. Provide leadership necessary for the English Learner Language (EL) and Bilingual Program for Grades PK-5.
 3. Provide leadership necessary for a highly effective Scientific Research Based Intervention program for Grades PK-5 with the Director of Elementary Math, Science, and Enrichment.
 4. Integrate EL services into core instruction where opportunity exists in Grades PK-5.
 5. Ensure a continuum of services to support learning from core instruction through intervention.
 6. Work with special education staff to develop consistent expectations of learning and to build mutual supports.
 7. Plan, implement and oversee all curriculum development and revision projects, including presentations to the BOE.
 8. Work closely with the Director of Innovation, Chief Academic Officer, and the entire senior leadership team to ensure vertical articulation and consistent implementation of curriculum PK-12.
 9. Co-supervise and co-evaluate selected teachers, including EL certified staff, in Grades K-5.
 10. Work with department to develop assessments and benchmarks that are aligned with Fairfield's elementary curriculum and expectations.
 11. Demonstrate and support instructional practices which utilize technology integration.

12. Oversee curriculum and program development and revision projects.
13. Lead and organize visitations to other elementary programs with respective staff.
14. Assist staff in integrating Common Core State Standards based instruction throughout the elementary curriculum and programs.
15. Foster communication within the Executive Leadership Team by maintaining a collaborative and thoughtful approach to operating as a team.
16. Under the Director of Innovation, oversee elementary processes; such as, textbook adoption, professional development implementation, curriculum implementation reviews, and instructional coaching.
17. Participate on the team as part of the teacher induction process to Fairfield Public Schools and serve as an ongoing resource to elementary teachers.
18. Provide input to the Executive Leadership Team during budget preparation with equipment, staffing, materials, including price and/or bid information on texts, supplies and equipment repairs.
19. Performs other tasks as requested by the Superintendent or designee.