

## Job Description

**Job Title:** Executive Director  
Elementary Education

**Supervisor:** Chief of Staff

**Position Code:** 1E26 or AE2

**Pay Grade:** 52

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, administering, and directing the division's elementary school educational programs. Position formulates and interprets policies and procedures; ensures compliance with state and federal regulations; administers a budget; and supervises/assesses departmental personnel to include assigned school principals and instructional supervisors.

### Essential Duties

1. Plans, administers, and directs the division's elementary, school educational programs to include magnet and specialty programs.
2. Formulates proposals for the development or revision of policies pertaining to educational programs within assigned areas of responsibility.
3. Establishes and monitors procedures for the assigned instructional program to include the setting of grading standards and examination procedures.
4. Ensures compliance with state/federal regulations and other accreditation agencies governing educational programs and services within the assigned area of responsibility.
5. Interprets elementary, school educational programs to the School Board, staff, and the public.
6. Assists school principals within the assigned areas of responsibility with planning and implementing effective instructional programs and resolving crisis situations.
7. Conferences with parents/guardians of students and resolves concerns.
8. Serves as a facilitator of various instructional/special study meetings of school administrators and elementary supervisors.
9. Reviews, monitors, and provides feedback on school improvement plans.
10. Evaluates the elementary school educational programs to ensure that objectives for student education are met.
11. Prepares and administers the elementary education budget, prepares grant applications, and solicits funds to provide financial support for programs as needed.
12. Supervises, evaluates, and directs the work of elementary education personnel to include elementary principals.
13. Supervises the development of in-service programs for elementary school educational personnel.
14. Assesses and identifies program needs and provides recommendations regarding future equipment, program, personnel requirements.
15. Assists the human resources department in determining staff allocations and with interviewing and recommending qualified candidates for professional staff positions within the assigned area of responsibility.
16. Prepares or directs the preparation of reports as required by federal, state, and local regulatory agencies.
17. Coordinates and supervises the elementary summer school programs.
18. Models nondiscriminatory practices in all activities.

(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.)

### Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in the field.
2. Performs any other related duties as assigned by the Chief of Staff or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master degree and be eligible for a Virginia License in administration and supervision. Must possess extensive experience in the field of elementary education to include classroom experience and supervisory/administrative experience. Must possess budget planning experience. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of elementary education program. Must possess a demonstrated knowledge of state/federal regulations and accreditation requirements governing elementary education programs. Must possess the ability to plan, organize, and direct a comprehensive elementary education program. Must possess excellent leadership, supervisory, interpersonal, and communication skills. Must possess the ability to establish and maintain effective working relationships with rents/guardians, the community, and administrative staff.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school environment.

**Supervision Exercised:** Assigned staff

**Supervision Received:** Chief of Staff

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director will be required to follow any other instructions and to perform any other related duties as assigned by the Chief of Staff or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Updated 7/25/19 (SH)