

FAYETTE COUNTY PUBLIC SCHOOLS

Director of Elementary Education Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Office of Student Achievement	FLSA STATUS:	Exempt
REPORTS TO:	Assistant Superintendent of Student Achievement	WORK CALENDAR:	240 Days
SALARY:	Salary based on Fayette County Public School System Educator Salary Scale adjusted for days worked plus position supplement	Application Deadline:	November 21, 2021
		For more Info:	www.fcboe.org

SUMMARY: Under the direction of the Assistant Superintendent of Student Achievement, provides administrative and instructional support to principals relative to curriculum implementation, support services, special initiatives and programs, conflict resolution and interpretation of policy. Directs, develops, coordinates, implement and monitors programs, policies and procedures relative to the provision of professional learning opportunities for all employees of the Fayette County School System.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Assist in communicating and expediting the implementation of strategic plan goals
3. Provide central office guidance to elementary principals on behalf of the Education Division
4. Assist principals with the identification of curriculum and instructional needs, development and implementation of School Improvement Plans, efficient master scheduling, and analysis of student achievement
5.
6. Work collaboratively with elementary schools, parents, central office personnel, and other members of the community to identify and implement effective resolutions to concerns raised; serve as a liaison between and among various constituencies in support of effective educational programs for students
7. Conduct regular meetings with elementary principals and assistant principals
8. Complete required federal, state and local reports
9. Oversee all aspects of central office coordinated elementary professional learning opportunities for employees, including but not limited to budget management; resource allocation; program implementation and effectiveness evaluation; and compliance monitoring
10. Assume responsibility for special programs such as induction of new teachers; facilitation of Administrative Intern program, Administrative Institute, etc.
11. Assist the Assistant Superintendent of Student Achievement with implementation of the accreditation process; development and implementation of the Georgia Department of Education consolidated grant application/management process
12. Assist in determining annual personnel allotments for staff assigned to schools
13. Perform other professional duties and responsibilities as assigned by the Assistant Superintendent of Student Achievement

REQUIRED QUALIFICATIONS:

Five (5) years' teaching experience

Five (5) years of public education administration experience at the principal level or higher

Hold or be eligible for certificate in Educational Leadership

Experience in developing and conducting teacher training programs

Proficiency in administrative and instructional technology

Excellent oral, written and interpersonal communication skills

Experience in developing a budget

Experience in developing and implementing long-range plans

Knowledge of College Career Readiness Performance Index (CCRPI) and the curriculum as adopted by Georgia Department of Education

PHYSICAL DEMANDS:

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Experience in assisting with system-wide functions such as induction, Administrative Institute, or system-wide committees

Elementary instructional level experience

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.