

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****EXECUTIVE DIRECTOR, ELEMENTARY SCHOOLS****SALARY SCHEDULE: ADMINISTRATIVE – [A] - E****COST CENTER: 9003****QUALIFICATIONS:**

- Master's Degree from an accredited educational institution.
- Certification in Educational Leadership or School Principal.
- Minimum of five (5) years experience in school-based and/or central educational leadership.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of instructional leadership practices that support highly-effective teaching and learning, resulting in student growth and achievement.
- Knowledge of operational leadership practices that support effective staff development and daily functionality of school systems and structures management.
- Knowledge of learning theory, program planning, curriculum development and management of instructional programs.
- Knowledge of District Student Progression Plan.
- Knowledge of the Course Code Directory and Florida Statutes related to curriculum and instruction requirements.
- Knowledge of statutory and regulatory requirements in areas of responsibility.
- Knowledge of national, state and District educational goals and standards.
- Skilled in problem solving, mediation, and conflict resolution.
- Skilled in verbal and written communication.
- Skilled in interpersonal relationship development.
- Ability to provide leadership coaching and job-embedded learning experiences to support and develop school administrators.
- Ability to organize professional learning plans and present information to various school administration audiences.
- Ability to balance several job functions at one time and work under a heavy workload.

**REPORTS TO:**

Chief of Elementary Schools

**JOB OBJECTIVE:**

To provide instructional leadership coaching and operational management support for elementary school administrators, in support of all PK-5 students throughout the District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****School Board Approved – April 16, 2024**

## **EXECUTIVE DIRECTOR, ELEMENTARY SCHOOLS (Continued)**

- Support elementary school principals in developing a culture and climate of academic and social excellence, through implementation of their School Improvement Plan.
- Model effective instructional leadership and operational leadership practices to elementary school principals.
- Provide coaching and support to elementary school administrators (principals and assistant principals) in the following areas:
  - Effective data analysis practices to gauge student growth and achievement, using District data analysis protocols.
  - Oversight of PLC and CPT practices to support facilitated teacher planning and preparation, using District PLC resources and backwards planning protocols.
  - Collection of trend data to gauge effective implementation of instructional pedagogy and best-practices, aligned to the school-identified instructional priorities.
  - Targeted and specific feedback to individual teachers grounded in instructional priorities and District guided feedback practices.
  - Operational management of crucial schoolwide systems and structures (master scheduling, critical team meetings, MTSS through SWST/CARE procedures, etc.).
- Assist the Chief of Elementary Schools in the following areas:
  - Collaboration with the Elementary Curriculum Director to support the implementation of District curriculum resources and instructional priorities in all elementary schools.
  - Implement and co-facilitate District priorities that support the Focused Framework for Advancing School Performance (Impact Reviews, Empower Meeting preparation, Data-Driven Response Plan development, etc.).
  - Plan and co-facilitate monthly elementary level-alike and principal/AP meetings that allow for professional learning opportunities for school administrators.
  - Plan, develop, and enact District systems and structures that support a cohesive support system for school administrators.
- Assist schools in keeping abreast of state mandates, District initiatives and opportunities for participation in grants or special programs.
- Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts and general support for the decision-making process.
- Direct the Summer School Programs for all elementary students.
- Interact with parents, outside agencies, businesses, and community partners to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Keep the Chief of Elementary Schools informed, through proper channels, of potential problems or unusual events.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Represent, consistently, the District in a positive and professional manner.
- Assist in implementing the District's Strategic Plan pillars and priorities.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations

**EXECUTIVE DIRECTOR, ELEMENTARY SCHOOLS (Continued)**

may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**