



# Director of Elementary (K-4) Position Description

## Overview

Under the supervision of the Head of School/CEO, the Director of Elementary (K-4) serves as the primary leader of the elementary school, responsible for ensuring that all students are instructed and supervised in a rigorous, safe learning environment that supports the mission of the school. Achieving academic excellence requires that the Director of Elementary (K-4) work collaboratively to direct and nurture members of the school staff and to communicate effectively with families.

## **Qualifications:**

- At least 5 years successful experience in education with 1 or more years of school leadership experience required
- Experience working in an urban school environment required.
- Strong commitment to arts-integrated curriculum.
- Strong interpersonal and presentation skills.
- Collaborative leadership style.
- Masters Degree strongly preferred.
- Holds or is eligible for Pennsylvania Principal or Supervisory Certification
- Satisfactory criminal, child abuse, and FBI clearances.

## **Summary of Major Responsibilities**

### **School Leadership:**

- Demonstrate experience with visual and performing arts and understand the importance of arts and academic integration.
- Support and promote the vision and mission of CCSA.
- Support the implementation of the school's overall strategic goals.
- Model and require of all staff and students that they also engage in practices that promote high-performance, ethical behavior, collegiality, and teamwork.
- Solicit stakeholder input and feedback in decision-making.
- Report directly to the Head of School/CEO and assume all other duties assigned by him/her, including attending board meetings as needed.
- Display the highest ethical and professional behavior and standards when working with students, parents and school personnel.

**Instructional Leadership:**

- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Assume responsibility for total education and character development of all students.
- Collaborate with the Head of School, Director of the Middle School, Director of the High School and colleagues across the K–12 school to monitor, evaluate, and adjust the implementation of curriculum, assessment, and instruction to ensure the college and career readiness of all students.
- Implement high-quality professional development to support teacher curricular innovation, improve instructional effectiveness and advance student performance.
- Oversee interpretation of assessment data and ensure that assessment results effectively impact classroom instruction.
- Supervise the instructional programs of the elementary school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Supervise state and local standardized testing to ensure compliance with established processes and policies.
- Oversee the selection, evaluation, and implementation of research-based technology tools to support the instructional program.
- Coordinate the recruitment, hiring, supervision and evaluation of K-4 staff.

**School Culture Development:**

- Model and ensure that all staff members establish and nurture positive and supportive relationships with students and families.
- Model standards for positive and supportive staff/student relationships necessary in a high-performing school.
- Provide opportunities to publicly celebrate student growth and achievement.
- Embrace diversity and ensure that staff, curriculum and student enrollment reflect the vision, mission and values of the school.
- Develop effective stakeholder relations through appropriate interaction.
- Establish and maintain positive relationships with community members, partner organizations and donors.
- Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the mission and vision of the school.

**Salary:** Commensurate with experience.