

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Director of Elementary Education

Supervisor: Assistant Superintendent

FLSA Status: Exempt

Employee Group: Administrative

Qualifications:

1. Valid Illinois Professional Educator License with Administrative Endorsement
2. Master's Degree in Education
3. At least two years of successful teaching experience at the Elementary level
4. Experience in Elementary building level administration or in a site/district curriculum leadership role

Terms of Employment:

- Twelve (12) Month Contract
- Twenty (20) Vacation Days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Leadership responsibility for implementation of core curriculum and a balanced assessment program that ensures maximum vertical and horizontal articulation of content curriculum for all students at the elementary level.
2. Provide professional development to District and elementary school staff in curriculum, instructional practices and assessments to include the development, supervision and evaluation of instructional coaches/Professional Development Specialists, the development of Professional Development Cadre teachers and the coordination of professional development services District-wide.
3. Prepare, submit and manage Title 1 and curriculum related state and federal grants and entitlements related to elementary programming.
4. In conjunction with other members of the Instructional Services Department, coordinate, monitor and support the development of District and elementary school improvement plans consistent with District, State and Federal accountability targets, standards-based curriculum, research-based instructional practices and equitable access to high quality curriculum toward maximized academic achievement gains for all students.
5. Direct, facilitate and monitor District, State and Federal assessment programs and ensure program fidelity at the elementary level with the District curricular standards and objectives.
6. Direct the development, implementation, and monitoring of a Multi-Tiered Systems of Support (MTSS) for academic and behavioral interventions at the elementary schools.
7. Provide coaching and support to District and elementary school personnel regarding the use of aggregate and disaggregated demographic and achievement data, data-management tools and data-driven decision making

practices for the ongoing measurement of student progress, school improvement planning, curriculum alignment and articulation, teacher collaboration, MTSS, and classroom instructional delivery.

8. Oversee textbook adoption and supplemental instructional support at the elementary level in coordination with other District and building administration consistent with District goals.
9. Collect, analyze, interpret, and communicate to all internal and external stakeholders assessment and instructional program delivery data relevant to District, State, and Federal accountability targets at the student, student subgroup, elementary school, and District levels.
10. Assist Technology Director in the selection, approval, and implementation of instructional technology (hardware and software) related to elementary curriculum, instruction, and assessment in alignment with the District Improvement Plan and District goals.
11. Attend Board meetings and serve on District/school committees and professional organizations as appointed by the Assistant Superintendent or Superintendent.
12. Serve as community ambassador for community events, committees and civic organizations as assigned by the Assistant Superintendent or Superintendent.
13. Support general administration in the absence of Superintendent/Administrative Assistant to the Superintendent or in the absence of central office administrators (cabinet members).
14. In the absence of Superintendent's cabinet members, serve as District certified administrator-in-charge.
15. Keep current with best practices and requirements as they relate to your job assignment.
16. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.