Newburgh Enlarged City School District

Job Description

TITLE: Director of Elementary Education

REPORTS TO: Assistant Superintendent for Curriculum and Instruction

QUALIFICATIONS:

- Five or more years teaching experience at the elementary level
- Demonstrated knowledge of curriculum design and development
- Awareness of instructional models based needs of unique and diverse learners
- Knowledge of effective practices relating to Diversity, Equity and Inclusion
- Experience providing coaching and professional learning to adult learners
- Ability to develop curriculum aligned NYS Next Generation Learning Standards
- Strong organizational, verbal and written communication skills
- NYS Certification SDA/SDL

JOB GOAL:

The Director of Elementary Education serves as a general curriculum specialist at the elementary level – grade Pre-K through grade 5.

The Director of Elementary Education provides support to schools ensuring they work to improve the achievement of all students and close the opportunity gap.

DUTIES AND RESPONSIBILITIES:

- Serves as a general curriculum specialist at the elementary level-grades PK-5.
- Provides support by working to improve the achievement of all students and narrow the achievement gap for students in high needs areas.
- Works collaboratively with other members of the NECSD Curriculum and Instruction team.
- Coordinates and reviews curriculum mapping and alignment horizontal and vertical in all content areas PK-5
- Guides teachers and administrators in the analysis of achievement data on a regular basis and communicates findings of student achievement analysis to building principals and teachers
- Implements a PLC model grounded in multiple points of data including authentic student work.
- Oversees the design, development, and administration of PreK-5
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<th>RESPONSIBILITIES: (continued)</th>
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<td>common and interim assessments where applicable</td>
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<td>- Promotes Collaborative curriculum planning and the development of cross-curricular curriculum units and initiatives in grade PreK-5</td>
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<td>- Collaborates with Principals of grades PK-5 in the supervision and observation of elementary faculty</td>
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<td>- Collaborates with building administrators and others to implement and monitor effective research-based instructional practices at the elementary level</td>
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<td>- Assists in the implementation of sustained professional development programs based on the District’s and/or schools’ PD plan that promotes engaging, rich, and differentiated instruction</td>
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<td>- Collaborates with the Assistant Superintendent for Curriculum and Instruction (Elementary) to maintain department websites and other digital forms of communication that include curriculum maps, grade level outcomes and resources and tools</td>
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<td>- Coordinates the administration of State and Local testing (PK-5)</td>
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<td>- Prepares reports as may be required by the Superintendent and the Office of Curriculum and Instruction</td>
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<td>- Coordinates with elementary building administrators to maintain up to date records on the inventory and ordering of teaching materials, technology, instructional aides, textbooks, and other resources and makes recommendations for capital purchases</td>
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<td>- Assists with the coordination of special events and programs in collaboration with administrators and C&amp;I (lectures, award presentations)</td>
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<td>- Assists building administrators in coordinating co-curricular and academic based extra-curricular activities</td>
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<td>- Engages in other duties as may be assigned by the Superintendent or his/her designee.</td>
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