

## Director of School Leadership Job Description

The Director of School Leadership plays a critical role in the leadership, development and support of school site principals. This position will provide direction and oversight, district leadership, and will contribute to the building of systems and supports that increase student achievement across schools. Candidates must have demonstrated experience in data driven processes and interventions and will have made significant contributions in their current leadership roles. Experience engaging in collaborative efforts that have resulted in significant progress and school change and knowledge of the State Accountability Index are preferred.

### **Qualifications**

- Connecticut State Department of Education certification as administrator/supervisor (092)
  - A minimum of five years of successful teaching experience
  - Thorough knowledge of evaluation principles, practices, and procedures
  - Thorough knowledge of the principles and methodology of effective teaching
  - Experience interpreting data and implementing processes based on trends
  - Ability to establish and maintain effective working relationships with staff, students, administration, and parents
  - Prior job related experience required
  - Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
- REPORTS TO: Assistant Superintendent(s) of Schools

### **Performance Responsibilities**

- Serve as the District lead for Elementary Principal supervision and development
- Coaches and supports elementary administrators in goal setting, planning, development, implementation, and monitoring of action plans that will guide school leaders in meeting their instructional leadership objectives and for their schools to meet performance targets
- Support principals in the implementation of school improvement plans
- Coordinates District Improvement Plan and oversees District Leadership Team
- Plans and leads high quality and relevant learning experiences for elementary administrators to guide the implementation of effective instructional programs
- Conducts regular formal and informal classroom walk-throughs aligned to student achievement and strategic goals
- Provides feedback on successful leadership practices, such as effective management of instructional staff, use of data, and establishment of school culture
- Compile, interpret and communicate data to determine school needs and inform instruction and systems management
- Attends school-based meetings and events to foster a culture of engagement with staff, families, and community
- Builds the instructional leadership capacity of principals with particular focus on instruction, data analysis, aligned interventions, community, and culture
- Visits schools on a regular basis to monitor day-to-day operations
- Assists district staff and site personnel in interpreting student test scores and recommending prescriptive materials and techniques to improve student performance.
- Collaborates with team members and school and district leaders to facilitate effective assistant principal and principal meetings.
- Oversees, coordinates, and supports the mentoring program for elementary assistant principals
- Shares best practices with school and district leaders.
- Participates in staff and other district meetings to maintain alignment between all divisions and the work supporting the development of school leaders.

- Serve as first contact for parent communication to central office.
- Oversees out of district placement process
- Support principals in implementation and improvement of Multi-tiered System of Support (MTSS)
- Participate in staff recruitment events
- Assist with district Talent Development Initiatives
- Performs any other duties as assigned. Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the district.

**COMPETENCIES:** The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

**Achievement Focus:** Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standards of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals.

**Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively

**Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.

**Leadership:** Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well.