

**JOB ADVERTISEMENT**

The Saraland Board of Education will accept applications for the following certified position for the 2018-2019 school year:

**POSITION TITLE: DIRECTOR OF ELEMENTARY EDUCATION**

**QUALIFICATIONS:**

- Master’s degree or higher
- Alabama Educational Administrator certification
- Three years’ successful experience in educational administration
- Effective communication and appropriate interpersonal skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent

**PERFORMANCE RESPONSIBILITIES:**

- Embrace and promote the school system’s mission, vision, beliefs, and goals
- Understand and assist in upholding and enforcing administrative regulations and Board policy
- Participate in the efficient and effective operation of the school system, including meetings, assigned duties, and committee responsibilities
- Abide by the standards established for conduct referenced in the *Alabama Educator Code of Ethics* which defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct
- Accept no other employment which interferes with the efficient and effective discharge of assigned duties and responsibilities
- Regular and punctual in attendance, follow procedure for recording daily attendance
- Direct elementary curriculum and instruction and oversee all elementary courses taught in the system
- Develop and update the system-wide elementary school *Curriculum and Instruction Policy, Procedures, and Guidelines* manual
- Serve as the Professional Development Coordinator for elementary educators, ensure elementary schools develop and implement a professional development plan, and collaborate with the Director of Secondary Education to coordinate system-wide trainings
- Coordinate and direct all elementary curriculum initiatives required by the state and local school system
- Coordinate the Teacher Mentor Program for elementary teachers in partnership with the Director of Secondary Education
- Coordinate and direct Guidance and Counseling for elementary schools in conjunction with school administrators and district directors
- Coordinate alternative education programs for at-risk elementary students
- Assist in fulfillment of AdvanceEd District Accreditation requirements for elementary education
- Serve as Child Nutrition Program (CNP) Director and ensure program operation in accordance with federal and state laws and regulations, local and state health ordinances, and school system policies
- Serve as System Test Coordinator for elementary formative and summative assessments and ensure the administration of statewide assessments conform to proper procedures and standardized conditions
- Assume any and all other responsibilities assigned by the Superintendent

**TERMS OF EMPLOYMENT:** Twelve (12) month or supplemental contract, as approved by Board

**EVALUATION:** Performance evaluated in accordance with Board policy

**SALARY:** Board approved salary schedule

**POSITION TITLE: DIRECTOR OF ELEMENTARY EDUCATION (continued)**

All applicants should apply electronically. To obtain an electronic application, visit the Teach in Alabama website at [www.alsde.edu/teachinAlabama](http://www.alsde.edu/teachinAlabama), complete the State of Alabama electronic application, and attach it to the specific job number.

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education. Certified positions will also require submission of a copy of valid teaching certificate (Alabama or out-of-state) if applicable, as well as unofficial transcripts indicating all coursework and degree conferral date(s) from regionally accredited colleges/universities.

**Advertisement: 06/21/18****Deadline to apply: until filled****The Saraland School System is an Equal Opportunity Employer.**

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.