

# **Executive Director of School Leadership vs Executive Director of Student Support**

**16 August 2018**

The duplication of positions was suggested in the hiring of an Executive Director of Student Support compared to the current Executive Director of School Leadership.

I requested the job descriptions – which Hampton City Schools have few – or the job announcement. Below are the documents supplied by Hampton City Schools.

## *Executive Director of Student Support*

**JobID: 642**

**Position Type:**

Administrator - Directors & Other Educational/Executive Director, Student Support

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**Date Posted:**

6/8/2018

**Location:**

School Administration Center

**Closing Date:**

Open until filled

**POSITION INFORMATION:**

Supervisor:	Dr. Jeffery O. Smith, Superintendent
Employment Period:	12 months
Employment Status:	Full-time
Salary (G-224):	Commensurate with experience
Start Date:	August 2018

**SUMMARY:**

Position is responsible for the creation and maintenance of an effective system of support for students in areas that influence academic performance and school climate. The position will lead processes and teams to design and implement programs, tiered supports and services in areas including but not limited to: school attendance, social emotional learning, positive behavior, mental health and wellness, and school climate. Position is also responsible for evaluation of program effectiveness and ongoing program improvement.

**ESSENTIAL DUTIES:**

- Works towards developing an improved understanding of the importance of social emotional learning and competencies in youth on the part of teachers, administrators, staff and parents and the subsequent participation in practices, which enhance social emotional learning and competence.
- Works towards developing and implementing an effective approach to improving student behavior through the development of consistent expectations and responses on the part of teachers, administrators, staff and parents.
- Works towards developing and implementing a comprehensive system of mental health support for students and adults in the schools and community.
- Works towards developing and implementing a comprehensive approach to student attendance to provide interventions and supports for students with barriers to regular school attendance.
- Works with all student support departments to develop a cohesive approach to the identification of the need for and appropriate provision of student supports.
- Initiates and maintains effective relationships with other school districts, educational and community agencies in order to be aware of new opportunities and to create multi-agency partnerships and support programs.
- Assists in developing strategic plans for improving school culture and climate and reducing the teacher turnover rate as it relates to culture and climate.
- Proposes budgetary needs for implementation of new programs/services and is responsible for monitoring the budget and return on investment of approved programs/ services.
- Maintains various records and statistics regarding school attendance, student behavior and school climate; monitors various trends, analyzes student, staff and community attitudes about and experiences in schools; creates annual reports to fulfill local requirements.
- Maintains communication with school based personnel, parents, students, and central-office personnel, required to exchange ideas, share information and develop plans.
- Models nondiscriminatory practices in all activities.

**OTHER DUTIES:**

- Initiates and maintains effective relationships with other school divisions and professional societies to maintain a current knowledge about comprehensive student support systems.
- Performs any other related duties as assigned by the Superintendent.

**JOB REQUIREMENTS:**

- Must possess a Masters degree and hold or be eligible for a Virginia License in Administration and Supervision; Doctoral degree preferred.
- Three years of experience as a school principal or other educational administrative capacity; or any equivalent combination of training and experience which provides the required knowledge, skill and abilities.
- Must possess the ability to plan, organize, and direct a comprehensive program of student support.
- Must possess excellent leadership, supervisory, interpersonal, and communication skills.
- Must possess the ability to establish and maintain effective working relationships with parents/guardians, the community, and administrative staff.
- Must have skill in creating effective teams and assisting, developing and supporting staff.
- Must have the ability to set goals and long range plans for large programs and to review and evaluate the overall effectiveness of large programs.
- Must have the ability to develop and administer system-wide budgets, policies and programs.
- Must be able to develop policies, procedures and standards for services offered and the ability to accurately interpret state and federal regulations and school policies and their potential effects on student support systems.
- Must have a thorough knowledge of the cognitive, affective, social and physical development of school children, the organization and communication channels of public school systems, the principles of effective leadership and supervision, organization and administration.

**APPLICATION REQUIREMENTS:**

The following information is required to be considered for the position:

- Resume (required)
- Feedback on reference forms from all persons listed as references (minimum of three)

Only complete applications will be considered.

Hampton City Schools does not discriminate in employment against any person on the basis of race, color, religion, national origin, sex, gender, age, disability or other protected class. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Human Resources, One Franklin Street, Hampton, VA 23669; (757) 727-2300. Appropriate accommodations for individuals with disabilities are available upon request.

Job Title Executive Director of School Leadership  
Organization Name Elementary Programs  
Position Information  
Supervisor: Division Superintendent  
Employment Period: 12 months  
Starting Date: To be determined  
Salary G-224: Commensurate with Experience

#### Brief Posting Description

Leads efforts to improve student learning through the direct supervision of school administrators.

#### Detailed Description

The Executive Director of School Leadership will lead efforts to improve student learning through the direct supervision of school administrators. The Executive Director will be responsible for supporting, guiding, problem solving, and coaching school administrators in instructional leadership, building a positive and effective school culture, and management of personnel. The Executive Director will guide, support, coach and develop school administrators with instructional practices that support the mission and vision of the District. The Executive Director will be directly responsible for assisting a school(s) during any re-focusing efforts to improve a school's leadership, culture, systems, structures, instructional practices and philosophies. The Executive Director is also responsible for developing strategic learning opportunities for school administrators.

- Work closely with principals to provide feedback on an ongoing basis regarding the daily responsibilities of building leaders. Emphasis is placed on working with principals to increase professional growth in the areas of leadership and instructional supervision.
- During school visits the Executive Director will examine the teaching/learning cycle practices that the school is engaged in alongside the principal and other school leaders, followed by reflective conversations.
- Develop professional development opportunities for school leaders.
- Assist school administrators in the development and implementation of effective school and classroom instructional practices.
- Oversee the hiring process and evaluate school administrators.
- Supervise and evaluate assigned staff.
- Develop, manage, and monitor the departmental budget for the subject area and supervise record keeping, payroll, and time reports.
- Communicate and problem solve with all stakeholders including parents, school staff, and administrators.

## Job Requirements

- Doctorate preferred.
- Must possess or be eligible for a Virginia Postgraduate Professional License with an Administration and Supervision PreK-12 endorsement.
- A minimum of five years as an elementary administrator and/or a related administrative position.