



## **JOB DESCRIPTION**

### **DIRECTOR OF SECONDARY EDUCATION**

#### **225 Days- Range G Certificated Management Salary Schedule (HSD)**

**DEFINITION:** Under the direction and supervision of the Deputy Superintendent, Educational Services, directs the district's instructional program at the secondary level and facilitates the ongoing development and alignment of planning development, and implementation of Board Policies, superintendent's regulations, and the strategies for achieving District goals and objectives; and to other related functions as directed.

**DIRECTLY RESPONSIBLE TO:** Deputy Superintendent, Educational Services

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The statements below are intended to describe the general nature and scope of work being performed by this position. This is not a complete list of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Serves as leader and general resource person in matters relating to secondary curriculum, development and evaluation
- Facilitates, implements, and assists with the development of a standards-based curriculum in all content areas at the secondary level
- Coordinates and implements the professional development program for secondary schools
- Coordinates the secondary instructional program in a manner consistent with district vision, goals, and objectives
- Reviews, researches, prepares, and disseminates information pertaining to trends in curriculum development, extended learning programs, and intervention programs
- Develops process and timelines for the implementation of standards-based accountability to reflect legislative and state expectations
- Facilitates the development of the content of secondary multiple assessments to align with the district's approved curriculum and academic content standards
- Analyzes, reports, and interprets student performance data and makes recommendations for continuous instructional improvement
- Coordinates the sharing of best practices and curriculum across district schools
- Facilitate best practices in differentiation for English Learner development
- Develops and monitors budgets for operation of assigned programs and services
- Coordinates the process of textbook evaluation, selection, and adoption at the secondary level, in alignment with the secondary instructional program
- Visits schools regularly to ensure high levels of visibility and effective communication
- Provide timely and effective communication regarding incidents and/or situations which might impact the district, its divisions or its schools to appropriate district office/school personnel
- Represents the district in community affairs and activities
- Assists in the development and implementation of the Local Control Accountability Plan ( LCAP)
- Provides leadership and expertise in guiding and advising District task forces and advisory committees and groups



- Assists in the development and implementation of the district's Master Plan for English Learners
- Represents the district at local, regional and state English learner meetings, task forces, and other functions related to English Learner students
- Plans, monitors and implements all district services related to English learner programs, including translation services
- Keeps current on research and state/national information regarding English learners in order to lead the department and district in best practices
- Assists with development and implementation of innovative instructional programs for English learners
- Facilitates meetings of the English Language Advisory Committee and other district committees
- Other duties as assigned

**EDUCATION/ TRAINING AND EXPERIENCE:**

- Master's Degree from an accredited educational institution
- Minimum of eight (8) years teaching and administrative experience
- Experience in elementary education
- TB Clearance
- DOJ Fingerprint Clearance (Upon offer of employment)

**PHYSICAL REQUIREMENTS:**

The usual and customary methods of performing the job's functions require the following physical demands, some lifting (up to 20 pounds), carrying, pushing, and/or pulling: significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 40% sitting, 40% walking, and 20% standing. This job is performed in an office environment.

Board Approval: