

TITLE: **DIRECTOR , SECONDARY EDUCATION** **FLSA: EXEMPT**

QUALIFICATIONS:

1. Master's degree with certification in Educational Leadership, School Principal or Administration and Supervision,.
2. Minimum of five (5) years successful teaching or administrative experience.
3. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

REPORT TO: Assistant Superintendent

<u>JOB GOAL:</u>	To provide leadership, coordination, and support for secondary programs and activities to provide high quality curriculum and instruction to students throughout the District.
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SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES: *Essential Performance Responsibilities

- * 1. Coordinate the planning, implementation, articulation and evaluation of relevant curriculum and instructional programs.
- * 2. Coordinate the development, implementation and evaluation of District-wide curricula for secondary education programs..
- * 3. Coordinate the development, implementation and evaluation of innovative curriculum and instructional programs.
- * 4. Coordinate, monitor and evaluate curriculum studies and special projects.
- * 5. Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- * 6. Provide or assist in providing oversight for the District's special programs, such as Academic Scholars, Advanced Placement and dual enrollment.
- * 7. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.
- * 8. Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- * 9. Assist school personnel in initiating and implementing new programs.
- 10. Assist in school improvement initiatives.
- 11. Assist schools in keeping abreast of graduation, requirements, state mandates, District initiatives, and opportunities of participation in grants or special programs.
- 12. Assist in the development, utilization, revision and dissemination of instructional program material.
- * 13. Assist in developing and monitoring an articulation plan for secondary curriculum and learning activities.
- 14. Oversee categorical and special programs and grants for secondary programs.
- * 15. Work with school and District personnel in obtaining information regarding the effectiveness of program implementation.
- 16. Provide assistance for the development and implementation of performance standards.
- 17. Provide assistance for the implementation of the District's Pupil Progression Plan.
- 18. Provide assistance for the Southern Association of Colleges and Schools accreditation process.
- * 19. Keep well informed about current trends in education.
- 20. Assist in the development of administrative guidelines for secondary education programs.
- 21. Assist in the development of policies for secondary education programs.
- * 22. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 23. Assist in the development, implementation and evaluation of staff development activities.
- * 24. Prepare all required reports and maintain all appropriate records.
- 25. Assist in the preparation of the budget.
- 26. Maintain a close working relationship with school personnel to ensure articulation of programs and services.
- * 27. Coordinate the School Resource Officers Program 6-12 grades.
- 28. Coordinate the Home Education Program 6-12 grades.
- 29. Coordinate the District Spelling Bee
- 30. Perform such other duties as may be assigned by the Superintendent or supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.