

EXECUTIVE DIRECTOR SECONDARY EDUCATION

DEFINITION

Under general direction of the Assistant Superintendent of Education Services, the Director of Secondary Education is responsible for the administration, coordination and supervision of Secondary Education and all secondary programs. Responsibilities include oversight of all secondary schools, including all comprehensive and alternative middle schools and high schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates the articulation of high schools, middle schools, and elementary schools in programming and planning
- Coordinates and supports leadership development through the Continuous Leadership Academy and in general
- Guides and supports the development of curriculum and delivery of instruction by school instructional staff
- Participates in the support and supervision of TOSAs and Mentors within Education Services
- Guides and supports student learning and achievement in our secondary programs.
- Participates in research, textbook selection, examination procedures, the setting of grading standards, and the effective utilization of facilities and equipment for schools
- Facilitates the solution of operational problems.
- Responds to all secondary parent complaints, concerns and inquiries and coordinates resolutions with schools
- Develops new principal leadership
- Supervises and evaluates the performance of secondary principals
- Provides oversight for athletics programs
- Coordinates meetings with district athletic directors
- Provides oversight for counseling programs
- Coordinates meetings with middle and high school counselors
- Coordinates high school principals meetings
- Coordinates middle school principals meetings
- Coordinates assistant principal/counselor meetings
- Supports development of Safe School Plans for secondary schools
- Supports development of the Single Plan for Student Achievement (SPSAs) for secondary schools
- Provides leadership in the design and development of new schools
- Serves as a liaison to the Irvine Chamber of Commerce
- Serves as a liaison to the Coastline Regional Occupational Program
- Serves as a liaison to secondary families.
- Serves as the secondary liaison to our Facilities Department
- Serves on the SFIM Steering Committee
- Supports planning, development, and prioritization of secondary school resources within the LCAP process

- Serves on Executive Cabinet
- Attends School Board Meetings
- Serves on the Facilities Advisory Committee
- Serves on the Continuous Improvement Council and supports schools in their Continuous Improvement Efforts
- Supports a focus on equity and access across all secondary programs
- Provides support for strengthening school and district Professional Learning Communities and The Learning Cycle
- Participates in Coordinator and Director Meetings
- Performs other responsibilities and duties as assigned.

QUALIFICATIONS GUIDE

KNOWLEDGE OF

- School and district policies
- Curriculum frameworks
- Effective instructional practices and materials
- Staff development approaches
- Developmental learning and brain research
- Student and program assessment
- Regulations and requirements related to grants and categorical projects
- Budget management
- Federal, state and local mandates concerning secondary instructional programs

ABILITY TO

- Relate well and work collaboratively with parents, teachers, administrators, and classified staff
- Lead planning and implementation efforts in the area of instruction
- Effectively supervise teachers and administrators
- Communicate clearly, orally and in writing
- Establish and maintain effective organization, community, and public relationships
- Implement systems for insuring that legal mandates are met
- Establish and maintain effective organization, community, and public relationships
- Comply with the district's customer service standards, as outlined in Board Policy

TRAINING AND EXPERIENCE

Five successful years of teaching and administrative experience in secondary schools. Experience at the district level, or experience as a principal is preferred.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.