

**Executive Director of School Support
New Hanover County Schools**

Job Description

Class: Administrative

Division: Curriculum and Instruction

TITLE: Executive Director

- QUALIFICATIONS:**
1. Master's degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
 2. Three to five years of experience as a classroom teacher, at least 3 years of experience as principal of an elementary or secondary school or equivalent experience required.
 3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Superintendent of Schools

JOB GOAL: To support and evaluate assigned principals to significantly increase student achievement across all student subgroups, close the achievement gap and meet state, district, and school goals for students and staff; to assist in creating and maintaining high quality teaching and leadership practices that promote academic excellence for all students.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Maintains an aligned 6th -12th grade instructional program that addresses state, local, and federal requirements to ensure academic achievement.
3. Supervises the work of secondary school principals, ensuring adherence to established policies, procedures and standards.
4. Fosters a culture and climate that supports student and staff success and promotes respect and appreciation for cultural diversity and equity.
5. Establishes and promotes high standards and expectations for secondary principals, teachers and students that result in effective instruction in every classroom, maximizing student achievement.

6. Assists principals with decision-making and problem solving; plans and develops programs to be implemented across secondary schools; assists in the implementation of district initiatives; monitors the results of programs implemented; develops policies/practices, standards and a vision for secondary schools.
7. Conducts on-site observations of all secondary schools; provides feedback, support and suggestions to principals; conducts and documents formal evaluations of principals.
8. Uses data to improve classroom instruction and increase student achievement by collecting, analyzing, and determining next steps based on disaggregated state test scores, school walkthroughs, collections of student work, and interim assessments.
9. Considers differences within the school's instructional practices to determine whether effective variations should become part of the school's core program.
10. Advises and assists principals and school staff, as necessary, to resolve school-based concerns and problems as situations arise.
11. Serves as liaison between principals, the Superintendent.
12. Ensures alignment of instructional resources with system's priorities and strategic plan.
13. Monitors implementation of safe school programs and resolves situations between schools, parents, and community.
14. Publicly responds to concerns of the Community regarding secondary schools; coordinates with community agencies to address the problems and needs of schools and their students.
15. Monitors school progress through feedback from students, teachers, principals, directors, superintendents, the Board of Education, business leaders, consultants and parents.
16. Receives suggestions, advice and general feedback on the operations of secondary schools; helps ensure an open line of communication across the school system, bringing insight from all levels to incorporate in policy and decision-making.
17. Supervises and conducts personnel administration duties for principals, including evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
18. Assists principals in managing issues of a non-academic nature including building maintenance, finance, human relations, transportation, parent communication, employee communication, food service, and any other management issue.
19. Stays informed of current research on best instructional practices.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/Contract/FLSA Exempt

Starting Salary and/or Grade: SA VI

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved Instructional services.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job