

	<p><i>Director of Secondary Education</i></p>	<p style="text-align: center;">Certificated Position</p> <p>Initial Date: April 20, 2020 Revised: October 5, 2021 Salary: MHELA salary schedule Reports to: Assistant Superintendent of Educational Services</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the 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 programs for students in grades 6-12, including comprehensive and alternative middle schools, high schools, and K-8 schools.

REPRESENTATIVE DUTIES:

General Leadership

- Consult with District staff to ensure coordination of all secondary program efforts and adherence to federal, state and local policies and procedures
- Coordinate with appropriate agencies, parents and school personnel to resolve problems and secure resources and services
- Work in collaboration with Special Education and Student Services on mental health and social-emotional initiatives and programs
- Participate in the support, implementation, and supervision of all secondary initiatives
- Develop new principal leadership annual training strand in collaboration with Directors for all new administrators in the District
- Support planning, development, and prioritization of secondary school resources within the LCAP process
- Prepare agenda items related to secondary education and attend school board meetings, as needed
- Perform other responsibilities and duties as assigned

Curriculum, Instruction, and Assessments

- Collect and maintain relevant data regarding trends, needs and success at the secondary level; compile data and other information for various local, state or federal reports
- Provide support for Professional Learning Communities and the use of agreed-upon data to foster the cycle of inquiry
- Coordinate articulation of secondary programming with elementary programming
- Guide and support the development of secondary curriculum and delivery of instruction by school instructional staff
- Coordinate research, textbook selection, examination procedures, grading practices, and the effective utilization of facilities and equipment for secondary schools
- Working with Morgan Hill Federation of Teachers, assist with the coordination and facilitation of the secondary curriculum council
- Coordinate after school, extended, and summer learning programs for secondary students, monitoring program effectiveness

Budget/Finance

- Prepare budgets and monitor expenditures for assigned programs
- Apply, manage and report on college and career readiness and post-secondary grants such as CTEIG and Carl Perkins
- Maintain the accuracy and integrity of program budgets
- Assure proper use and distribution of monies generated through block grants, categorical programs, special projects and grant funds.
- Secure additional finances through grants, endowments and other fund-raising sources as needed to augment programs and projects.
- Facilitate an understanding of program budgets with staff and community

Site Support

- Assist principals in the development of school improvement initiatives and site and District staff development
- Maintain course outlines and course codes for all secondary classes related to master schedule and transcripts, working closely with technology departments and site registrars to ensure accuracy
- Facilitate the solution of operational concerns for secondary campuses
- Respond to or investigate all secondary parent complaints, concerns and inquiries and coordinate resolutions with site principals
- Provide oversight for athletics programs for students in grades 6-12, including Title IX; coordinate meetings with district athletic directors, as needed
- Coordinate meetings with middle and high school counselors and assistant principals and provide oversight for counseling programs
- Lead and coordinate district CTE, Dual Enrollment, AVID, and other programs
- Support development of School Safety Plans for secondary schools.
- Support development of the Single Plan for Student Achievement (SPSAs) for secondary schools

Staff and Community Engagement

- Respond to community and school queries regarding program offerings and operating procedures
- Serve as a liaison between schools and various District departments by maintaining regular contact with principals and other Directors in order to exchange ideas, share information and develop successful plans.
- Coordinate District-wide transitions to high school
- Attend District-wide and community meetings, as requested.
- Promote positive staff and community morale and commitment
- Evaluate assigned certificated and classified staff
- Respect and maintain professional confidences; use appropriate professional channels for communicating personal/professional concerns.
- Demonstrates collegial and organizational loyalties
- Participate in Coordinator and Director Meetings

KNOWLEDGE AND ABILITIES:

- Knowledge of school and district policies
- Knowledge of curriculum frameworks
- Knowledge of effective instructional practices and materials
- Knowledge of staff development approaches
- Knowledge of developmental learning and brain research
- Knowledge of student and program assessment
- Knowledge of regulations and requirements related to grants and categorical projects
- Knowledge of budget management
- Knowledge of federal, state and local mandates concerning secondary instructional programs
- Ability to relate well and work collaboratively with parents, teachers, administrators, and classified staff
- Ability to lead planning and implementation efforts in the area of instruction
- Ability to effectively supervise teachers and administrators
- Ability to communicate clearly, orally and in writing
- Ability to establish and maintain effective organization, community, and public relationships
- Ability to implement systems for ensuring that legal mandates are met
- Ability to establish and maintain effective organization, community, and public relationships

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Indoor office environment; school setting subject to frequent interruptions
- Temperature - normal climate

PHYSICAL DEMANDS:

- Dexterity of hands and fingers
- Lifting, carrying, pushing, pulling as assigned by the position
- Seeing, hearing and speaking to exchange information
- Moderate to high-stress level
- Daily contact with teachers, school and District staff
- Frequent contact with parents, community members, and outside agency personnel

HAZARDS:

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

EDUCATION, LICENSES, CERTIFICATES:

- Five successful years of teaching and administrative experience in secondary schools.
- Experience as a principal preferred.
- Certificate in Administrative Services and Master's degree (M. A.)

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.