

Job Title:	Director, Secondary Success Pathways
Grade Level/Terms of Employment:	Grade 133 / 260 days
FLSA Status:	Exempt
Work Location:	Central Office
Immediate Supervisor:	Executive Director, Teaching & Learning

General Description:

The Director, Secondary Success Pathways is responsible for the design, oversight and evaluation of K-12 learning opportunities that result in every RPS student graduating on time, prepared for meaningful post-secondary success paths (a 2 or 4-year college, national service, or join the workforce in an upwardly mobile, living-wage career). The Director leads innovative work to provide effective school counseling and academic-advisement programs, K-12 out of school time and student experiences, career and technical education pathways, adult education, and non-traditional education pathways.

Essential Duties and Responsibilities:

- Leads, develops, and evaluates leaders of the following programs: Career & Technical Education (CTE) (including Richmond Technical Center); School Counseling (including The Future Centers), non-traditional academic pathways, and out of school time experience
- Ensures the success of CTE programs, and monitors systems for increasing participation in CTE programs and Adult Education, including measurable growth in industry certifications, and enrollment in course pathways that align to high-demand careers
- Ensures the success of non-traditional academic pathways, including Secondary Success Center, Con Ganas, and THRIVE to provide non-traditional settings for dropout prevention and recovery
- Collaborates with division-wide teams to support effective instructional leadership, teacher evaluation, student achievement to ensure on-time graduation, mitigate dropout risk and ensure post-secondary success
- Develops and monitors structures and data systems to enable high schools to understand how each student is progressing towards on-time graduation, access to higher level coursework, and post-secondary success; provides a system for monitoring post-secondary planning, education and employment
- Ensures program leaders develop a cohesive vision for supporting students in post-secondary planning through all levels of the K-12 learning continuum, including the role school counseling at all levels plays, with an emphasis on academic and career planning support; collaborates with division teams to align counseling functions associated with socio-emotional/mental health student supports
- Facilitates 21st century grant expansion and evaluates effectiveness of site-based programs
- Collaborates with division-level teams for K-12 summer school implementation
- Provides vision and support for Homebound services and Pupil Placement
- Provides oversight for online coursework related to credit recovery, initial credit, ensuring that use of such courses at the school level follow all RPS and state guidelines
- Facilitates effective use of grant funding for student programs
- Performs other duties as assigned

Qualifications:

- Master's Degree required
- Endorsement in Administration and Supervision
- Six to nine years of related work experience including at least two years leading a team in a school or school division
- Knowledge of core post-secondary pathways, including: Career & Technical Education, College Admissions and Enlistment in National Service
- Successful experience managing teams of others towards positive outcomes
- Successful experience collaborating with external partners, including community-based organizations and business partners
- Ability to design innovative programs for students and outline coherent strategy to reach goals; strong track record of results that positively impact students
- Ability to operate successfully in a fast-paced, complex environment, proactively anticipate challenges and propose solutions
- Outstanding communication and organizational skills
- Proficiency in Microsoft Word, Excel, PowerPoint, and Google Suite
- Bilingual/fluency in Spanish preferred