



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Director of Secondary Education
REPORTS TO: Superintendent
QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Chief School Administrator Certificate preferred
3. Minimum of five (5) years teaching experience at the secondary level
4. Minimum of two (2) years of supervisor experience
5. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Director of Secondary Education shall be responsible for secondary instructional programs, grades 6-12 and facilitate the ongoing development and alignment of the district's curricula, instructional coaches, professional development, innovation, and assessments.

ESSENTIAL JOB FUNCTIONS:

1. Provides leadership and management of secondary curriculum, instruction, program, and assessments.
2. Assists principals and supervisors in identifying program needs and goal setting.
3. Provides creative leadership in the areas of short and long-range planning based upon experience and research.
4. Seeks out, identifies, recommends, leads, monitors, and evaluates curricular and instructional initiatives to promote student engagement and further student achievement.
5. Works with the Director of Elementary Education to manage and guide district assessments.
6. Partners with the Director of Elementary Education to serve as District Test Coordinator.
7. Maintains a close working relationship with district administrators to ensure information exchange, coordination of efforts, and overall support for the decision-making process.
8. Provides coordination for the implementation of new programs and initiatives.
9. Leads district committees as needed.
10. Works directly with district instructional coaches to provide guidance and support.
11. Assists in the recruitment, selection and placement of certificated staff.
12. Assists secondary principals and supervisors in the development of their budgets.
13. Prepares and manages grants to support district goals.
14. Participates in professional meetings outside the district and demonstrate ongoing professional growth.
15. Observes and evaluates administrators and supervisors.
16. Observes and evaluates the quality of instruction of teachers in all content areas and makes recommendations for the award of increments and the continued employment of teachers.
17. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

WORK YEAR: Twelve-month employee
DATE APPROVED: October 18, 2016
APPROVED BY: Board of Education