

ASSOCIATE DIRECTOR OF HIGH SCHOOL AND ATHLETIC PROGRAMS

Classification: Administrator

Location: District Office

Reports to: Executive Director, High Schools

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Assists in planning, directing, implementing, and coordinating all functions of high school education programs including curriculum, instruction, assessment, staffing, training, program evaluation, student retention engagement, athletics, and college and career readiness. Emphasis will be on implementation of partnerships, increasing student voice, de-tracking, a discipline framework grounded in restorative practices, student retention, and athletic programming. Works closely with high schools to support the administrative, teaching, and support staff.

Part II: Supervision and Controls over the Work:

Serves under the administrative supervision of the Executive Director of High Schools. Is held responsible for results in terms of effectiveness of planning and execution of strategic initiatives, compliance with policies and programs, quality of supervision, and contribution to increased achievement of district and department goals and objectives. Work is guided by, and must be in compliance with federal and state law, operational direction of District leadership, policy direction of the School Board, and compliance with federal, state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Program Operations:

- a. Supports the Executive Director of High School programs with overseeing strategic initiatives designed to target specific programs that close the opportunity gap aligned to The High School Success Act, the Student Success Act and outcomes at the high school level.
- b. Oversees high school athletic programs including athletic directors.
- c. Serves as liaison between high school and middle school athletic programs.

- d. Develops and implements a comprehensive action plan to ensure that all high schools support student advisory, affinity, clubs, unions, and other student leadership opportunities in schools and the community. Students will engage with key stakeholders including but not limited to the school board, legislators, community activists, business partners, etc.
- e. Oversees and leads de-tracking initiatives; partnering with organizations such as Equal Opportunity Schools and develops programs that will accelerate learning and college readiness for all students, especially those historically underserved.
- f. Supervises, establishes, and expands focused and targeted student retention/intervention/drop-out strategies and support.
- g. Develops partnerships based on identified need to provide culturally specific support and opportunities to increase student and parent engagement, advocacy, academic support, and college readiness and access.
- h. Develops and supports increased alternative programming to give students options beyond the school day and traditional model. This includes expanding Twilight, credit recovery alternatives, summer school, GED alternatives, and wrap-around services.
- i. Develops and oversees enrollment and transfer policies and systems.
- j. Uses data to develop and implement a discipline framework that is grounded in restorative practices and can be articulated K-12. Analyzes data for efficacy and promising practices that can inform school-based work. Works with student management specialists at middle and high school to support best practices and consistency.
- k. Working with high school principals to ensure that secondary information and manuals are up to date and relevant as appropriate.

2. Staff Supervision:

Assists Executive Director of High Schools in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
- b. Supervising athletic and high school success staff as assigned.
- c. Evaluating the need for, developing, and delivering staff training.
- d. Fostering effective teaming and collaboration within the staff.

- e. Creating effective communications with staff to assure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
 - f. Creating an environment in which staff can provide open and candid feedback. Working closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
 - g. Participating in the performance evaluation of staff to include intervention when performance fails to meet expectations.
3. Customer Service and Communication: Assists in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of students, patrons, and school staff. Assists in creating a welcoming environment and providing flexibility to respond to the needs of customers. Assists in preparing school and parent communications. Responds to school and parent inquiries.
 4. Accounting and Budgeting: Participates in department budget preparation and assuring that the department operates in conformance with the approved budget and financial control requirements.
 5. Program Evaluation, Analysis and Feedback: Participates in periodic assessment of high school success program effectiveness and/or changing needs.
 6. Leadership: Serves as acting Executive Director of High Schools in the Executive Director's absence.
 7. Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Candidate must have successful high school administrative experience.
2. Candidates must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
3. Possess or ability to obtain Oregon administrative license.
4. Minimum of three years of progressively responsible and highly successful school administrative experience. Experience as a school principal is strongly preferred.
5. Strong knowledge of high school education programs, curriculum, assessment, and instructional practices.

6. Skills in developing and maintaining relationships with a diverse community.
7. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
8. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective studies and reports.
9. Ability to work both independently and interdependently.
10. Ability to organize work, set priorities, and meet deadlines.
11. Demonstrated supervisory ability in observing, evaluating, and developing teachers and support staff.
12. Valid state driver's license.

Part V: Desired Qualifications:

Bilingual ability in language(s) appropriate to the District's student and parent demographics.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

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