ST. HELENS SCHOOL DISTRICT
JOB DESCRIPTION

Director of Academic Programs

IMMEDIATE SUPERVISOR Superintendent

GENERAL DUTIES

The Director of Academic Programs plans, develops, directs, monitors and maintains the various aspects of the District's operations to ensure effective performance and academic achievement within the PK-12 schools. This includes, but is not limited to: 1) collaborating with the Office of Teaching and Learning to deliver effective professional development; 2) overseeing building operations in the absence of building leaders; 3) providing some oversight of the district's Virtual Academy program (in conjunction with the Director of Virtual Learning); 4) teaming with the Student Services Director and Business Manager to write grants; 5) assisting in reporting on federal and state programs; and 6) providing guidance and leadership to others in implementing various other school and District programs. The Director participates with other executive staff in the formulation of goals and priorities included in the District's Strategic Plan. The Director of Academic Programs collaborates with other District Directors and the Superintendent to oversee overall academic services; to assure the well-being of the District; and to efficiently and effectively provide services necessary to support the District's mission and goals. The Director of Academic Programs is a member of the Superintendent's Cabinet.

REQUIRED QUALIFICATIONS

A. Valid State of Oregon Administrative License appropriate for the position
B. Master's Degree with preferred emphasis in Education
C. Ability to follow oral and written instructions
D. Ability to effectively work and communicate with students, families, and school/department personnel from diverse cultures and/or backgrounds
E. Ability to work harmoniously with others
F. Hold a valid Oregon's driver license
G. Proficient oral and written communication skills in English
H. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
I. Ability to learn new automated systems as they are brought online by the District
J. A minimum of five years as an administrator with increasing responsibilities
K. Knowledge of best practices and professional development
L. Maintain integrity of confidential information relating to students, staff, or district patrons

ESSENTIAL RESPONSIBILITIES

Instructional Leadership

A. Design and provide oversight of the District's Strategic Plan goals as related to functions and projects under the Director of Academic Program's purview.

B. Provide leadership in the planning, development, maintenance, and implementation of the District-wide academic services plan as articulated in the District's Strategic Plan goals
C. Work with Office of Teaching and Learning in the development of curriculum, instruction, and assessment programs that ensure compliance with Board priorities, District educational goals, and State standards
D. Ensure the ongoing evaluation and improvement of the District's instructional programs by assisting the Director of Teaching and Learning in the systematic review of curriculum and instruction offerings and recommending revisions as appropriate
E. Provide leadership for exemplary performance of instructional staff by assisting the Office of Human Resources in developing a comprehensive staff development program
F. Actively seek ways to add value, create solutions, and problem-solve with District colleagues and other stakeholders
G. Develops inclusive policy, procedures and practices that continue to build the District's structure to ensure equitable outcomes for all students
H. Partners with the Superintendent, in leadership with the school board, including board presentations and occasional engagement with the board on District initiatives
I. Work with families in an authentic way in order to improve outcomes for students
J. Lead and promote educational equity based on the principle that each student receives what is required for them to achieve success with regard to allocation of resources, opportunity, treatment and access
K. Ability to create a vision for academic achievement in a PK-12 school system

Department/School Management

A. Team with building leaders and with the Superintendent to help oversee general management of day-to-day operational functions of PK-12 schools on an as-needed basis
B. Help lead and promote the District equity vision within the functions under the Director of Academic Program's purview and help improve the diversity represented in the District's teams.
C. Interpret and implement District policies as they relate to the Director's job functions
D. Participate in District-wide decision-making activities and work directly with the executive staff to identify issues and practices that affect the future of the District
E. Collaborate with Director of Human Resources in the development of an ongoing recruitment program to hire and retain excellent staff at all levels

Supervision

A. Follow District policies and procedures in employee related actions including hiring, assigning, supervising, supporting, evaluating, disciplining, plans of assistance, and scheduling the work of department staff (as needed)
    a. Staff may consist of administrative, supervisory technical, licensed and/or classified staff

Communication

A. Provide leadership in the resolution of complex problems and issues
B. Exhibit excellent skills in communicating with staff, students and the community, within the socio-political context of the system
C. Ensure effective two-way communication and collaboration (as needed) between the Office of the Superintendent, departments and schools
D. Maintain ongoing communication and collaboration with community, partner organizations and key stakeholders
E. Serve as a District representative (as needed) in a variety of meetings to convey and receive information related to assigned projects and activities

District Management

A. Follow District policies and procedures in employee related actions including hiring, assigning, supervising, supporting, evaluating, disciplining, plans of assistance, and scheduling the work of department staff
B. Assist in ensuring comprehensive oversight of Elementary and Secondary Education Act (ESEA) state, and federal grants at the district level
C. Contribute to the responsible financial management of PK-12 schools by participating in the determination of application of allocation guidelines
D. Develop and monitor the department's annual operating budget and establish department service and staffing levels within the adopted budget parameters
E. Assist the Superintendent in the preparation of reports and with planning and creating effective materials and activities for the Board of Directors (as needed)
F. Ensure the development and implementation of District-wide goals, priorities, policies, and procedures by coordinating assigned activities with other departments
G. Maintain punctual and regular attendance
H. Cultivate and model a respectful working and learning environment
I. Establish and maintain cooperative relationships with community agencies and organizations and explore ways and means of using community and school resources in the total education program
J. Maintain confidentiality with respect to contract negotiations, collective bargaining, personnel matters, and all Board executive sessions in accordance with the law