

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: EXECUTIVE DIRECTOR OF SECONDARY LEARNING

QUALIFICATIONS:

1. Master's Degree or higher
2. Successful experience in teaching and school administration. Minimum of five years' experience in education.
3. Ability to communicate, work with students, faculty, administrators, organizations and the general public in an effective and efficient manner.
4. Valid Administrator Certification from DESE
5. Such alternatives to the above qualification as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent of Learning

JOB GOAL: To assist the assistant superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services with an emphasis on secondary education.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the development of the secondary curriculum/instructional and assessment program.
2. Assists with directing and monitoring the implementation of processes related to teaching and learning in secondary schools and programs.
3. Support principals and department leaders through the evaluation of results and implementation of improvement cycles resulting in high levels of student engagement and academic achievement.
4. Assists in the preparation of local, state and federal reports related to secondary education.
5. Supervises and coordinates the secondary summer school program.
6. Assists with coordination of the district Perkins Grant/Enhancement Grant.
7. Assists in coordinating necessary professional development for secondary staff.
8. Assists in coordination of district secondary learning initiatives.
9. In collaboration with building principals, provides supervision and evaluation of the secondary instructional coaches.
10. Evaluates secondary building principals.
11. Assists with the facilitation of the district curriculum council. Prepare agenda items related to secondary school curriculum.
12. Serves as a member of the district Professional Development Advisory. Assists with the planning and implementation of district professional development.
13. Assists with the district Professional Mentor Program. Assists with the orientation of new secondary teachers to the district.
14. Coordinates with building principals in recruitment, selection, and the recommendation for hiring of secondary staff.
15. Consults with building principals regarding teacher development and evaluation.
16. Collaborates with Superintendent's cabinet and the leadership team for the purpose of program development and alignment.
17. Performs such other tasks and assumes responsibility as may be assigned by the Assistant Superintendent and Superintendent.

PHYSICAL DEMANDS: Must be able to be mobile between buildings

TERMS OF EMPLOYMENT: 12 month contract with 2 week paid vacation

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Assistant Superintendent of Learning

Approved by School Board: February 21, 2019