
Job Title: Secondary Education Director

Exempt

Reports to: Assistant Superintendent of Curriculum & Instruction

Dept. /School: Central Administration

Primary Purpose:

- To coordinate and advise district/campus/community personnel regarding programs providing public school services to children enrolled in seventh through twelfth grade, and their families residing in White Settlement ISD.
- To prepare a plan for professional staff development for all assigned staff; to ensure that all professional development activities are aligned with district/campus goals and initiatives and current professional research.

Qualifications:

- Master's degree in Education Administration
- Mid-Management/Principal Certification preferred

Special Knowledge/Skills:

- Knowledge of curriculum and instruction
- Ability to evaluate instructional programs and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate district function
- Ability to implement policy and procedures
- Ability to interpret data
- Strong communication, public relations, and interpersonal skills

Experience:

- Three (3) years successful classroom teaching experience
- Three (3) years experience in instructional leadership roles

I. Instructional & Program Management:

1. work with the assistant superintendent of curriculum and instruction, principals, and other staff members to systematically and continuously monitor instructional processes and their relationship to district goals and use these findings to ensure attainment of these goals
2. work with the assistant superintendent of curriculum and instruction, and principals, to support the teaching staff in accomplishing instructional goals
3. encourage the development and piloting of innovative instructional programs in the classroom

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4. assist with appropriate instructional evaluation and placement of students
 5. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
 6. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
 7. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
 8. Oversee development, revision and implementation of curriculum guides and resource documents for all courses; work with appropriate staff to develop, maintain, and revise curriculum document based on systematic review and analysis.
 9. Prepare a comprehensive plan for professional development of self and assigned staff; ensure that professional development activities are aligned with district/campus goals and initiatives and current professional research.
 10. Maintain quality control of instructional services for students; ensure that the district's written curriculum, classroom instruction, and assessments are aligned to maximize student success; utilize student assessment data and classroom observation to monitor the effectiveness of the curriculum/instructional programs; ensure that the program renewal is continuous and responsive to student needs.
 11. Assist curriculum/instruction department administrators in providing for systematic evaluation of the effectiveness of curriculum/instructional programs; assist in formulation plans for improvement.
 12. Plan, implement, and evaluate instruction programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
 13. Apply research and data to improve the content, sequence, and outcomes of the teaching/learning process.
 14. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review analysis.
 15. Involve instructional staff in evaluating and selecting instructional material to meet student learning needs.
 16. Ensure the use of technology in the teaching/learning process.
 17. Plan the necessary time, resources, and materials to support accomplishment of education goals.
 18. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).

II. District/Organizational Climate:

19. work in an enabling, supportive way to promote high expectation levels for staff and student performance

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20. work to maintain an environment conducive to positive staff morale and directed towards achievement of the district's mission
 21. utilize every available outlet to communicate effectively with students, staff, parents, and community

III. District/Organizational Improvement:

22. work with the assistant superintendent of curriculum and instruction and other staff to establish a common vision for district improvement; work with all staff to plan activities and implement programs to ensure the attainment of the district's mission;
23. identify, analyze, and apply pertinent research findings to facilitate district improvement
24. develop, maintain, and utilize appropriate information systems and records necessary for attainment of goals identified in the District Performance Plan
25. plan and carry out staff development meetings;

IV. Personnel Management:

26. assist principals to confer with campus staff members regarding their professional growth, and work jointly with the staff,
27. work with the principals to identify, provide, and/or encourage participation in available in-service training options to address the goals identified through the planning process;

V. Student Management:

28. support collaboration by working with district faculty and encourage student/parent participation
29. work with district staff to conduct effective conference with parents, students, and teachers concerning district, campus, and student issues.

VI. District/Community Relations:

30. promote positive district/community relations through activities such as fostering collaborative educational efforts among members of the total district community
31. demonstrate awareness of district/community needs and initiate activities to meet those identified needs; emphasize and nurture appropriate open communication between the district and the community;
32. project a positive image to the community

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33. articulate the district's mission and needs to the community, seeking support for district programs;

VII. Professional Growth and Development:

34. use information provided through assessment instruments, the district appraisal process, and the evaluative feedback from supervisors to improve performance;
35. strive to improve leadership skills through self-initiated professional development activities;
36. utilize information and insights gained in professional development programs for self-improvement;
37. disseminate ideas and information to other professionals and provide leadership in addressing the challenges facing the progression
38. conduct himself/herself in a professional, ethical manner in accordance with generally accepted community standards and comply with the Code of Ethics for educators;

VIII. Other Areas of Responsibility:

39. work with the assistant superintendent of curriculum and instruction, principals, and community leaders to coordinate all applicable student activities, attend meetings, and support all parent groups: PTA, and other supportive groups;
40. provide effective staff development programs and activities that incorporate the mission of the district, program evaluation outcomes, and input from the teachers and others.
41. perform other duties as assigned.

IX. Supervisory Responsibilities:

Supervise and evaluate the performance of instructional supervisors and support staff in the curriculum department.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____