

Job Title:	Executive Director, Secondary Options and Innovative Programming	Job Code:	110630
Job Family:	Certified	FLSA Status:	Exempt-E
Pay Program:	Administrative	Pay Range:	L21
Typical Work Year:	12 months		

SUMMARY: Primary responsibilities are to lead, facilitate, and support innovative approaches to educational delivery at the secondary across the District. Provide district-wide leadership to support the creation and implementation of alternative practices in District teaching and learning as well as student/parent/family engagement. Lead efforts to improve student learning through the direct supervision of school administration. Responsible for supporting, guiding, problem solving, and coaching school administrators in instructional leadership, building a positive and effective school culture, and management of personnel. Guide, support, coach and develop school administrators with instructional practices that support the mission and vision of the district. Directly responsible for assisting a school(s) in all efforts to improve a school’s leadership, culture, systems, structures, instructional practices and philosophies, for the purpose of ensuring student academic growth. Responsible for supporting strategic learning opportunities for the principals during PD opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide assistance and direction to secondary schools in the implementation of strategies to increase engagement and academic success. Lead innovative practices resulting in increased access to educational opportunities for learners.	W	45%
2. Assess needs and design, deliver and evaluate alternative education programs that align with district ends for all staff members. Collaborate with departments across the district in the development and implementation of alternative and innovative learning opportunities.	W	25%
3. In collaboration with other School Executive Directors, develop and lead alternative education initiatives based on evolving needs of students. Support and cultivate the district-wide alternative learning pathways.	W	15%
4. Serve as a member of various committees pertaining to district strategic planning. Lead and support partnerships with community and state agencies.	W	13%
5. Perform other duties as assigned.	Ongoing	2%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Education, Education Administration, or related field.
- Minimum of five (5) years of leadership experience required, experience with alternative populations preferred.
- School level teaching and administrative experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must successfully complete current district training for supervision of classified staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Demonstrated history of advanced customer service, communication and interpersonal skills.
- Strong educational leadership skills.
- Ability to effectively communicate and collaborate with all levels of district and state personnel.
- Knowledge of standards based education.
- Critical thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, District Policies, School and Department procedures.

- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft office and Google applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of current student information system applications required within one (1) week of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Administrative Assistant	1	070716
	Director, Counseling	1	4066
	Director, CTE and Post-Secondary Readiness	1	5071

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for administering, monitoring and coordinating the department’s budget.
- Responsible for interviewing, hiring, training, evaluating, directing, disciplining, and terminating employees.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	