



# DIRECTOR DIRECTOR OF SCHOOLS JOB DESCRIPTION

**JOB TITLE:** Director of Schools  
**REPORTS TO:** Chief of School Innovation  
**LOCATION:** Education Support Services

**FLSA STATUS:** Exempt  
**PAY GRADE:** ADM 09  
**DAYS:** 260  
**JOB ID & DATE:** ADM-63 | October, 2023

## JOB PURPOSE SUMMARY

This position supports and supervises principals who lead the preschools, elementary and secondary schools. School support responsibilities include, but are not limited to, the hiring and evaluation of school principals, staffing allocations, parent/community interactions, progress monitoring of measurable goals and school improvement, professional development, Community Schools, and curriculum development

## REQUIREMENTS

### Education Level Details

Master's Degree plus additional coursework required for certification or licensure in a major pertinent to the position requirements

### License / Certification Required

Principal License required at entry.

### Work Experience Required

More than ten years of experience in: Teaching, Educational Administration  
Turnaround experience preferred

### Technical Skills, Knowledge Abilities Required

Strong verbal and written communication skills  
Basic computing skills to include Google Suite required at entry  
Experience with teaching in an Elementary/Secondary setting  
Strong interpersonal relationships  
Knowledge of adult learning strategies and modalities  
Ability to think innovatively  
Ability to meet established deadlines  
Ability to interact with top level officials and all staff with tact, courtesy and diplomacy  
Effective English and Spanish communication skills strongly preferred

## KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

### School Support

- Implement the policies and programs of the Superintendent of School and Board of Education.
- Provide leadership, direction and support for schools to assure that they meet the instructional, physical and social/emotional needs of students on a daily basis.

- Develop leadership capacity of principals, through consulting, coaching and supervision during school visits, one-on-one meetings, principal meetings and other district meetings. This includes the collaborative preparation of the content for meetings, the design of effective professional development, including curriculum development, the facilitation of meetings, and debrief of meetings.
- Attend meetings established to support these programs, provide information and problem-solve through phone calls, emails, and other meetings.
- Communicate and problem-solve with administrators, teachers, parents and community members to provide a highly effective and welcoming school environment through school visits, phone calls, emails, staff meetings, parent/community meetings and principal meetings.

### Leadership

- Provide leadership, direction and support for all principals to assure that they meet the instructional, physical and social/emotional needs of staff and students on a daily basis.
- Meet with the directors of all programming (CLDE/Dual Language, Special Education, Academics, particularly literacy and mathematics, preschools, community schools) to ensure that communication lines are open and that healthy programs exist in the schools in which they are located.
- Coordinate and lead district-wide community school initiatives to ensure schools offer a comprehensive range of community-based resources and partnerships to bolster academic achievement, physical and mental well-being, and family stability for all students.
- Support school leadership in integrating diverse community partners and parents into school governance structures.

### Administration

- Assist in the hiring for Principals and Assistant Principals, including conducting meetings with staff and parent organizations to determine school needs and leading the selection committees.
- Work with the Chief Human Resources Officer to allocate staffing for teachers, clerical, paraeducators, specials, library media specialists, based on information developed from district projections and in consultation with building principals.
- Provide guidance on how to budget, schedule, and use funds to maximize resources.
- Evaluate school principals and other direct reports annually
- Coordinate and facilitate district level work.
- Engage in community and state organizations and committees, as a liaison or representative of Adams 14 or as a professional responsibility.

Other

- Performs other job related duties as assigned

**SUPERVISORY/TECHNICAL RESPONSIBILITIES**

School principals

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

**Mental Functions:** May work prolonged or irregular hours and must be able to maintain control under stress. While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_