

Pleasanton Unified School District

TITLE: Director II, Secondary Education
CLASSIFICATION: Certificated Management
REPORTS TO: Assistant Superintendent, Educational Services

JOB DESCRIPTION:

The Director of Secondary Education plans and administers the secondary instructional and curricular programs in accordance with the District Strategic Plan, Board policies, and state and federal guidelines.

PERFORMANCE RESPONSIBILITIES:

- Provides leadership in the formulation of District instructional programs, instructional plans, and policies and procedures for all secondary schools.
- Coaches secondary school administrators and school staff on school reform and instructional improvement.
- Develops and implements professional development training programs for staff members.
- Oversees progress of each secondary school on state and federal accountability programs, District goals, and WASC accreditation for high schools.
- Oversees the development and implementation of the Single Plans for Student Achievement with secondary principals on an annual basis and holds site administrators accountable for achieving measurable goals.
- Supervises the instructional delivery systems to ensure that secondary curriculum standards and the District adopted curriculum are being effectively taught.
- Oversees the development and maintenance of a culture of success and learning at every school site, including unrepresented students.
- Develops, implements, and monitors a continuum of support services and academic interventions for secondary students to ensure the success of every student.
- Provides leadership for the writing and revision of curriculum materials, benchmark, formative, and summative assessments, and pacing guides/curriculum maps.

- Promotes vertical and horizontal curricular alignment and articulation with elementary and post-secondary education programs.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, establish community/business partnerships, resolve issues and conflicts and exchange information; and receive and respond to parent/guardians issues and/or concerns.
- Participates in budget development activities and monitor assigned budgets.
- Interprets the secondary education program to parents/guardians, citizens, committees, local press, and Board of Education.
- Reviews, analyzes, and interprets the systemic continuous assessment and monitoring of student academic progress.
- Supervises the observation and evaluation of effective learning and classroom instruction.
- Ensures safe and orderly school campuses.
- Prepares reports as needed by the District and the state.
- Works closely with the Superintendent's Cabinet, directors, coordinators, and administrators.
- Provides leadership and assistance to the certificated staff to establish and implement measurable objectives for the secondary education program.
- Participates and provides leadership in curriculum development and coordination for all secondary special projects.
- Assists in the selection, supervision, and evaluation of certificated and classified personnel.
- Keeps informed of current educational methods, research, and practices.
- Completes other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Applicable educational laws, codes, regulations, policies, and procedures
 Principles and practices of effective training, supervision, and evaluation
 State and District curriculum standards and programs

Ability to:

Organize and facilitate committees and professional development activities
 Communicate effectively orally and in writing
 Establish and maintain effective working relationships with others
 Operate a computer and assigned office equipment
 Train, supervise, and evaluate assigned staff
 Meet timelines and work independently with little direction
 Analyze situations accurately and adopt an effective course of action
 Drive a car

QUALIFICATIONS:

- Master's Degree preferred
- Administrative Services Credential
- A combination of at least five years successful K-12 teaching and increasingly responsible supervisory experience

TERMS OF EMPLOYMENT:

220 days, Management Salary Schedule

BOARD APPROVED: June 23, 2015