ORANGE UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR, SECONDARY EDUCATION

DEFINITION:

Under the general direction of the Assistant Superintendent of Educational Services, serves as the senior administrative officer for the instructional program in grades 6-12. The Executive Director is charged with enhancing student learning by developing and facilitating a coherently planned, implemented and supported program of professional development for teachers and administrators that focuses on building equitable, responsive instructional practice across the content in every 7-12 classroom. The Executive Director will serve as the District's primary expert on secondary-aligned pedagogy, instructional practices, and culturally responsive teaching.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead, coach and support all secondary principals and selected District level employees in goal setting, planning, evidence collection and the development of student achievement targets.
- Work with principals and District staff to analyze and evaluate the secondary instructional program, including, but not limited to, the review of test scores and development and implementation of identified goals both for the District and for individual schools and programs.
- Prepare students for college and career opportunities upon graduation through rigorous and relevant coursework that fulfills the A-G requirements.
- Increase student engagement and attendance by further developing school connectedness, which will lead to higher overall achievement.
- Provide a coherent multi-tiered system of supports that focuses on academic, behavioral and social-emotional success for all students.
- Collaborate with the Executive Directors of Elementary Education to create and maintain vertical articulated educational programs and maximize use of resources to enhance student achievement.
- Design, implement and support a multi-year professional learning plan and system to develop equitable, responsive teaching principles and core practices in all secondary core content subjects.
- Design and facilitate professional learning experiences for site teams that build content, pedagogical, and positive growth mindset paradigms and knowledge constructs.
- Collaborate with the Office of Curriculum & Instruction on the facilitation of AVID WICOR strategies across all secondary schools.
- Work alongside the Assistant Superintendent of Educational Services in the creation and implementation of culturally relevant learning environments, equitable grading practices, and the fostering of the OUSD EDGE Core Values.
- Plan and lead regular principals' meetings with agendas that include items of philosophy, instructional methods and worthy developments in education as well as matters of an operational nature.
- Supervise curriculum development and implementation and textbook adoption processes in cooperation with the Office of Curriculum & Instruction.
- Collaborate with the Office of Curriculum & Instruction on the oversight of the Career Technical Education Programs at all Secondary Schools, which includes directly working with Instructional Specialists and School Counselors in the development of College & Career Pathways.

- Oversee District Athletics, which includes C.I.F. relations, handling District correspondence, and assisting principals with disputes or adverse C.I.F. decisions, and league meetings, as needed.
- Supervise the organization and administration of the District's Summer School Program, recommend the curriculum for approval of the Superintendent and the Board, supervise the edit of the course brochure, approve hours of instruction, and resolve operational problems.
- Establish a results-based culture through continuous collection, examination, and use of data to develop long and short-range plans to improve the instructional process providing assistance to school sites with on-going monitoring and analysis of the curriculum.
- Participate in budget planning activities, which includes promoting a culture where the use of resources is connected to student achievement while maintaining fiscal solvency and transparency.
- Develop and foster long-lasting business and educational partnerships that result in learning and career opportunities for students.
- Prepare Board meeting items, presentations, and policies.
- Work closely with the high schools to monitor the development of curriculum and non-curriculum related clubs.
- Serve as the liaison for the charter boards of education.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:
All aspects of secondary education at the principal level, specific knowledge of curriculum planning and development, business, student activities, student discipline, athletics, and working successfully with parent groups.

Ability to:
Plan, organize and direct all aspects of a secondary schools; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; keep current regarding preliminary teacher preparation programs including induction program, professional development, and knowledge about state-adopted academic content standards and performance levels for standards; establish and maintain effective working relationships.

Experience:
Five years experience that has provided the applicant with the knowledge and abilities listed above, including teaching and administrative duties at the secondary level.

Education:
Master's degree from an accredited college or university.

Physical Performance Requirements:
Frequent sitting, standing or walking with some bending, stooping, squatting and twisting. Lifting of office supplies and other work-related materials occasionally involved. Weight of materials will vary, but are generally less than twenty pounds.

Licenses:
Valid California teaching credential and administrative credential, and possession of a valid California driver's license.