REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE		Senior Director of TK-12 Education, Secondary
QUALIFICATIONS		
CREDENTIAL:	Required	Appropriate California Credential
EDUCATION:	Required	M.A. or M.S.; site or program administrative experience.
EXPERIENCE:	Required	Three or more years of successful experience in teaching at the secondary level; a minimum of three years of successful administrative experience, site, or program level; demonstrated experience in the development of curriculum and model instructional practices.
	Desired	Three or more years of experience as a principal. Experience in management of curricular and instructional programs at the secondary level.
PERSONAL QUALIFICATIONS:		Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Educational Services, the Senior Director of TK-12 Education, Secondary, will assist in the planning, development and implementation of the District's instructional programs with a focus at the secondary level and provide leadership in the ongoing development and improvement of secondary curriculum in the district; support the accountability and assessment efforts of the District's programs; and work collaboratively with other district leaders and staff to develop processes and products that successfully support educational programs.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Educational Services, the duties and responsibilities of the Senior Director of TK-12 Education, Secondary, will be as follows:

1. Serves as a leader and primary contact in matters relating to instruction, curriculum development and evaluation.

2. Facilitates, implements, and assists with the development of a common core state standards-based curriculum in all content areas, TK-12.

3. Facilitates, implements, and assists in the development of the staff professional development program, grades TK-12.

4. A strategic vision for the use of instructional technology and digital learning through grades TK-12 will be developed and implemented.

5. Assesses and sets goals for staff development and is responsible for communicating those goals to the professional development department.

6. Reviews, researches, prepares, and disseminates information pertaining to trends in curriculum development, extended learning programs, and intervention programs.

7. Develops process and timelines for the implementation of standards-based accountability to reflect legislative and state directives.

8. Facilitates the development of the content of TK-12 multiple assessments to align with the district's scope and sequence.

9. Analyzes, reports, and interprets student performance data including CAASPP performance tasks and other multiple measures and makes recommendations for instructional improvement.

10. Develops, submits, and monitors budgets for the operation of assigned programs and services.

11. Coordinates the process of textbook evaluation, selection, and adoption.

12. Coordinates the program of ongoing evaluation of curriculum and instruction.

13. Collaborates and supports elementary principals in the continuing evaluation of programs to improve student achievement.

14. Interprets the curriculum, its philosophy, goals, and objectives to the Board of Education, the administration, staff, and general public.

15. Provides district liaison services with the County Office of Education and other agencies on matters pertaining to education.

16. Coordinates and directs the operation of the district instructional resource center.

17. Supervises, directs, coordinates and/or assists with specially funded programs as assigned.

18. Meets regularly with the Assistant Superintendent to discuss important issues that might directly affect the district.

19. Effectively manages formal and informal parent complaints.

20. Regularly conducts classroom observations and instructional rounds at schools to ensure effective communication, support, and educational program efficacy.

21. Supervises and evaluates assigned certificated and classified personnel.

22. Provides timely and effective communications regarding incidents and/or situations which might impact the district, its divisions, or its schools to appropriate district office/school personnel.

23. Maintains and cultivates the external and internal image of the district, its divisions, and its schools.

24. Represents the district in community affairs and activities.

25. Prepares and coordinates Board of Education agenda items relating to the Director's areas of responsibilities, submitting items in a timely and appropriate manner to the Assistant Superintendent of Educational Services for final review.

26. Attends Board of Education regular meetings.

27. Attends, facilitates, and regularly presents at principals' meetings.

28. Coordinates the instructional program in a manner consistent with district goals and objectives.

29. Provides support and oversight to site administrators in the development of school budgets.

30. Coordinates the district and school development and implementation of intervention systems and procedures to improve the attendance, behavior, and academic performance of district at-promise students.

31. Ensures that schools are adhering to Education Code, new state mandates, and Board policy.

32. Provides support to principals and counselors in identifying and placing students appropriately in intervention programs.

33. Supervises and evaluates classified personnel as assigned by the Assistant Superintendent of Educational Services.

34. Supports articulation among and between district instructional levels.

35. Provides support and oversight to site administrators in the development of the Single Plan for Student Achievement (SPSA).

36. Ensures that all sites meet the state and local compliance requirements regarding daily, weekly, and yearly instructional minutes.

37. Manages the process of textbook selection and adoption as well as textbook allocation.

38. Ensures a comprehensive program for the Gifted and Talented Education Students (GATE).

39. Supervise and evaluate principals.

40. Serve as the District CAASP Coordinator and ensure assessment supports are in place across all sites.

41. Oversee the district assessment and evaluation practices TK-12, including common assessments and progress monitoring.

42. Guides instructional improvement through data analysis and accountability systems to improve student outcomes.

43. Oversee promotion and retention guidelines and procedures for grades TK-12.

44. Serves as the District Liaison for RIMS AVID.

45. Provides guidance and support for administrators and teachers in selecting appropriate field trip opportunities for students.

46. Chair the Curriculum Committee.

47. Supervise and support Coordinator(s).

48. Provide guidance and support regarding CALPADS.

49. Oversee and Support Career Center Teachers, FAFSA, CCGI, Work Experience/Work Permits, and College & Career programming.

50. Oversees, coordinates, and reports on CA School Dashboard items including State and Local Indicators. Provides necessary date and information to administrators, Executive Cabinet, and the Board of Education.

51. Oversees Independent Study PE requests.

52. Provides guidance and support to improve graduation rates such as training, counselor support, credit recovery, alternative education, and data analysis.

53. Provides guidance and support to college course credits through dual enrollment, CTE articulated courses, and other approved third-party options.

54. Provides guidance and support to High School WASC visits.

55. Performs other duties as assigned by the supervisor.

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