

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Executive Director of Secondary Education

Schedule / Grade: Salaried Support/Grade 9

Job Code: 01EXDIR713

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 09/16/2026

PURPOSE

Columbia Public Schools are dedicated to providing an excellent education for all students. The Executive Director of Secondary Education is that of an instructional leader who will assist the Chief of Schools, by leading assigned areas of support and through specific responsibilities will direct and monitor District initiatives and programs to achieve the educational mission, vision, values, and goals of the District. This position will influence academic programs and systems, leading to higher proficiency rates on local and state assessments for scholars. This position supports principals and department leaders through the evaluation of results and implementation of improvement cycles resulting in high levels of student engagement and academic achievement.

ESSENTIAL RESPONSIBILITIES AND DUTIES

In collaboration with administrators, principals and educators, the Executive Director of Secondary Education is expected to inspire, achieve, and maintain a shared mission and vision for learning in collaboration and guidance received from the Chief of Schools.

- Develop goals, objectives, and priorities that support district-wide goals and initiatives. Work with internal and external stakeholders to establish programs and activities that support the district and school vision, mission, values, and goals.
- Responsible for the academic success of the secondary division, including in part, leadership excellence and instructional supports.
- Supports principals in all matters related to the leadership of schools promoting high levels of student engagement and achievement.
- Directs and evaluates improvement cycles based upon the performance of schools and leaders, maintaining alignment to the mission, vision and goals of the district, as well as the district's strategic plan, promoting continuously improving results.
- Maintains positive district, staff and building relations that promote active engagement and collaboration.

- Visits schools on a regular basis to monitor day-to-day operations.
- Assist in overseeing the secondary assistant's principal growth and professional development.
- Works closely with Chief Academic Officer and curriculum coordinators on instruction as well as multi-tiered systems of support.
- Conducts teacher observations and administrator professional development plans in supporting secondary building leaders. Ensures effective employee development and feedback, motivation, conflict resolution, and a culture dedicated to continuous learning and improvement of professional practice.
- Evaluates, monitors and identifies appropriate class sizes for building enrollments to ensure effective and efficient use of resources. Helps manage, in collaboration with human resources and cabinet, appropriate FTE distribution and allocation.
- Oversees compliance with district policies, DESE reporting requirements and legal regulations.
- Supervises and supports summer school programming.
- Monitors and evaluates the effectiveness of principals and other direct reports to continuously improve performance.
- Responds to escalated issues arising from the operation of schools resolving issues in a manner consistent with policy, practice, and strategic plans.
- Collaborate with educators throughout the system developing innovative approaches to learning and providing support.
- Develops and manages budgets, allocations, expenditures, fund balances and related financial activities ensuring that allocations are accurate, revenues recorded, and expenses are within budget limits and adheres.
- Presents information on a variety of topics related to administrative responsibilities, providing general information, training others, and implementing actions aligned with District objectives.
- Serves as liaison between principals and district for the purpose of conveying and/or gathering information.

Performs other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Chief Schools Officer

Supervises: Director of Secondary Counseling, Secondary Principals

QUALIFICATIONS

Minimum: Educational Specialist Degree; a minimum of 4 years administrative or supervisory experience, including experience as lead principal. Secondary principal certification or superintendent certification

Preferred: Doctoral degree in Educational Administration or Curriculum and Instruction or education related field, 3 years leading a department and/or leadership experience in central office.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position including attend Board meetings, student activities and events. Weekends or in evening hours is common.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer