



## **Director of Secondary Education**

### **PURPOSE OF POSITION:**

Under the direction of the Chief Executive Officer, the Director of Secondary Education is responsible for the planning, administering and directing all of the division's secondary programs. The Director provides administrators, certificated staff, and classified staff with leadership, instructional strategies and techniques to improve K-12 services to all students.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Plans, administers, and directs the division's secondary education programs.
- Establishes and monitors procedures for the secondary education instructional program.
- Provides leadership and support to secondary administrators in the areas of monitoring and improving student outcomes.
- Coaches secondary school administrators and staff on school reform and overall instructional improvement.
- Oversees the progress of each secondary school relating to state and federal accountability programs, TFHE goals, and WASC accreditation.
- Directly supervises secondary school principals and the instructional delivery systems to ensure that secondary standards and the curriculum are effectively taught.
- Supervises the observation and evaluation of effective learning and classroom instruction.
- Works closely with other Teaching & Learning directors, coordinators, and administrators.
- Assists the human resources department in determining staff allocations and with interviewing and recommending qualified candidates for secondary education professional staff positions.
- Models exemplary leadership practices at all times.
- Attends all TFHE Board meetings.
- Assist in planning and monitoring of Summer School Programs.
- Assists in the development and implementation of district and regional CTE initiatives by providing leadership in support of secondary initiatives, specifically in the areas of dual enrollment articulation and career pathways.
- Participates in the development of long range plans, strategies, and implementation activities including educational technology, to support the instructional program.
- Provides instructional support to all sites in monitoring the attainment of system wide goals focusing on student achievement.
- Coordinates compliance with charter authorizer, county, state, and federal agencies and requests for data, reports and other required information related to assigned programs.
- Organizes, develops, coordinates, and encourages, in conjunction with administrators, parent/community participation in special projects through advisory committees, parent training, conferences, and workshops.
- Develops presentations for staff, administrators, and the Board of Trustees regarding special projects.

- Develops, monitors, and interprets, in conjunction with staff and administrators, categorical programs, and budgets for all student populations, excluding special education.
- Develops recommended policies and regulations related to instructional programs for all students.
- Evaluates site principals.
- Performs other related duties as assigned.

**ABILITY TO:**

- Exhibit the qualities of leadership essential to the successful administration at secondary school sites.
- Relate well with students, parents, community members, teachers, and administration.
- Demonstrate effective instructional, organizational, and administrative leadership.
- Analyze problems, identify potential solutions and make appropriate and effective decisions.

**MINIMUM QUALIFICATIONS:**

- Must possess an Administrative Services Credential
- EL Authorization
- Master's Degree required
- Five years experience as a Secondary Level Principal preferred

**SALARY AND WORK YEAR:**

The assignment is a 221-day work year.

Compensation: Admin Salary Schedule

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of video display terminals is required.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. The employee is required to drive a vehicle to conduct work.

**REASONABLE ACCOMMODATIONS**

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Foundation will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability,

unless undue hardship would result to the Foundation. An applicant or employee for this position who believes he or she requires an accommodation in order to perform the essential functions of the job should contact the Site Principal or Chief, Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. The Foundation will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Foundation for Hispanic Education (TFHE) is an Equal Opportunity Employer. It is the policy and practice of TFHE to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. TFHE ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. Any individual needing assistance in making an application for opening should contact the Chief for Human Resources at [sjewett@tfhe.org](mailto:sjewett@tfhe.org).