TITLE: Executive Director, Secondary Schools

CATEGORY: Administrator, Exempt Certificated Management

REPORTS TO (BY TITLE): Superintendent

SALARY: Management Range 3

WORK YEAR: 12 months, 222 days

POSITION DESCRIPTION:

In collaboration with the Superintendent, supports principals and teachers in developing site based professional learning plans that are aligned with the Local Control Accountability Plan (LCAP) and the District’s strategic plan to ensure steady improvements in student performance. A key focus will be on leadership development with school and district leaders.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

Duties may include, but are not limited to the following:

- Support principals and teachers in developing site based professional learning plans that are aligned with the LCAP.
- Coordinate with senior management to closely monitor school improvements and make adjustments accordingly.
- Coordinate with senior management and other district staff to provide coaching, tools, services and strategies for differentiated school-level support for principals and instructional leadership teams that drive school improvement.
- In collaboration with other senior management, develop communication and collaboration systems that ensure smooth flow of information, both vertically and horizontally, to enable all resources to be focused on high priority goals for each school and ensure the sharing and implementation of best practices across schools.
- Work collaboratively to manage operations and team administration in adherence to district policy, state law and in the best interests of all children.
- Provide a positive and supportive climate of interaction and communication between school staffs, families and the community.
- Collaborate with other senior management to evaluate existing programs, services and practices to expand those that are most effective and reduce or eliminate those that are less effective.
• Deliver professional development and coaching to schools/principals based on identified areas of need utilizing appropriate resources (e.g. professional development tools, resources, vetted materials and vendors).
• Communicate and collaborate with other administrators, personnel and outside organizations to develop, implement and coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls; and model district standards of ethics and professionalism.
• Serve as a resource and liaison for the Board of Education, district leadership, school and district staff, district advisory committees, parent and community groups, and state and federal agencies on issues related to: student achievement; district, state, and federal planning and accountability; assessment, research and evaluation; standards-based reform; and associated legislation/mandates.
• Compile, prepare and disseminate a variety of materials, including reports, concepts and policy papers, status reports, studies, brochures and material for the Board of Education, district staff, parents and other groups in the areas of division responsibility.
• Develop, prepare, analyze and review the department’s annual budget; monitor and authorize expenditures in accordance with established guidelines; and provide direction for the monitoring of all general and categorically funded programs to assure compliance with applicable state and federal laws and regulations.
• Review and analyze school budgetary and financial data.
• Interview and select employees; supervise, evaluate and hold accountable the performance and professionalism of assigned staff.
• Plan, coordinate and arrange for appropriate training of assigned staff.
• Assess the site level needs and develop goals, a targeted theory of action and action plan through input from school leadership and analysis of implementation data and student outcomes.
• Closely monitor school improvement and compliance data and make adjustments accordingly.
• Supervise, coach and evaluate school site administrators.
• Provide own transportation to sites during workday and travel to various off-site locations.
• Perform related duties consistent with the scope and intent of the position.

QUALIFICATIONS:

Credentials and Experience:
  o California Administrative Services Credential
  o Master’s Degree from a regionally accredited college or university in Educational Administration or related field
  o Three (3) years of experience as a school site principal
  o Experience developing and supporting a professional learning community
  o Five (5) years of increasingly responsible experience managing within a complex educational organization, which includes teaching youth and/or coaching, and mentoring and supervising principals and teachers
Desirable Experience:
- Leading and overseeing multiple school sites and supporting site administration
- Providing management and oversight of a network of school sites in an urban district
- Delivering professional development for principals and teachers

License Required:
- Possession of a valid and appropriate California Driver’s License
- Maintain insurability by District Liability Insurance Carrier

Knowledge of:
- State frameworks, curriculum, instruction, assessment and school improvement initiatives
- National, state and district educational goals and standards
- Learning theory, program planning, curriculum development and management of instructional programs that increase academic rigor for all students
- Effective school concepts and principles
- Research methods and design, report writing and presentation
- Evaluation approaches, strategies and techniques
- Principles of educational reform, research and evaluation program monitoring, data analysis and reporting
- School district operations, initiatives, programs and objectives
- District policies related to standards, assessment, accountability, planning, promotion/retention, curriculum and instruction, data access and confidentiality, and related areas
- Educational administration, performance and project management, resource alignment and strategic planning goals
- Large-scale student information data systems
- State-of-the-art research and proven best practices in areas of closing the achievement gaps and meeting the diverse needs of students
- Culture, life styles, education and social needs of ethnically diverse families
- Effective staff development programs and strategies
- Instructional methodologies, strategies and curriculum standards
- Academic accountability systems and services
- Budget preparation and control
- Applicable state and federal laws, codes, regulations, guidelines, policies, procedures and state frameworks
- Effective management principles, practices and supervision techniques

Ability to:
- Create a climate of trust, professional collaboration and sharing of best practices
- Operate a computer and related software to input data and generate reports
- Design, organize and lead a systemic change process in a large urban school district
- Provide data and interpretation to support decisions related to the improvement of instructional and operational programs
o Deliver high quality and high-efficacy services
o Assist with the integration of professional learning and curriculum implementation
o Analyze statistical data for trends and student performance in various programs, and develop strategies for improved student improvement
o Keep current about related educational research, innovations and trends, as well as applicable federal, state, and district laws, rules, regulations and procedures
o Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic and economic groups
o Work independently, coordinate multiple activities simultaneously, and work flexible hours
o Prepare and deliver effective presentations to diverse audiences
o Communicate effectively, both orally and in writing
o Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community
o Exercise effective decision-making and problem-solving based on sound judgement, honesty and integrity
o Read, interpret, apply and explain rules, regulations, policies and procedures
o Analyze situations accurately, and adopt a legally sound, effective course of action
o Plan and organize work to meet schedules and timelines
o Prepare comprehensive narrative and statistical reports
o Supervise and evaluate the performance of assigned staff
o Meet state and district standards of professional conduct as outlined in Board Policy
o Make difficult yet necessary decisions

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to sit at a desk, conference table or in meetings of various configurations
- Fine manual dexterity for extended periods of time
- Ability to communicate so others will be able to clearly understand normal conversation
- Ability to speak, hear and understand speech at normal levels
- Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and computer screens
- Ability to lift, carry, push and/or pull up to 20 pounds
- Bending, twisting, stooping and reaching