Title: Executive Director, Secondary Education

Reports to: Assistant Superintendent, Educational Services

Salary Range: Certificated Management Range 27, plus Annual stipends for a Master’s and Doctorate degrees

Employment Status: Full-time (FLSA Exempt) - Certificated Management Position

Benefits: Eligible to participate in District health, vision, dental and term life insurance.

Overview:
The Executive Director of Secondary Education is responsible for the planning, implementing, and monitoring of all District programs within the secondary schools. Working in collaboration with site and District leaders, the Executive Director ensures that the academic and other school programs offered across the District meet the needs of all learners. The Executive Director is responsible for curriculum development, curriculum articulation (PK-12), program accountability, communication, and school climate and culture in accordance with the District’s Mission Statement.

Essential Functions:

Equity
- Build and develop strong academic culture, communication, and systems/processes with a vision for equity and student-centered decisions that support the equity work of the District
- Manages the performance of staff through communication of performance expectations, effective observations, documented actionable feedback, and assistance and guidance when necessary.
- Lead Principals, other site leaders and teacher teams to execute at high capacity with accountability for the established goals that serve the unique needs of a socio-economically, culturally, ethnically, racially and linguistically diverse student population are met.
- Manage, support and collaborate with school site personnel to ensure frequent material reviews in Mathematics, English Language Arts, and Science.
- Make informed decisions and recommendations on a wide variety of district matters that ensure the programming represents the needs of all students, in particular underrepresented youth.

Accountability
- Design systems and processes that ensure consistency and, as appropriate, parallel approaches across the District.
- Work with principals and other leaders to continually assess and improve instruction to create the best possible academic program for all students, particularly underrepresented youth.
- Meet on a regular basis with all supervisors for the purpose of maintaining ongoing coordination and implementation of District programs.
- Coordinate with principals and other leaders the implementation of district programs, including the review and selection of textbooks and instructional materials throughout the District through...
the use of faculty committees and recommend those selected to the Superintendent for adoption by the Board.
- Ensure internal systems are in place to track and monitor review progress, and work with principals and other staff to produce and present high quality reports efficiently and effectively.
- Determine the right organizational metrics in partnership with the leadership team and Board.

**Student-Centered Lens**
- Collaborate with site administrators, site leadership teams (SLTs), and PLCs to raise student achievement levels, particularly socio-economically, culturally, ethnically, racially and linguistically diverse student population.
- Oversee the academic and other programming to ensure that student outcomes are equitable across all groups of students.
- Assist in carrying out the superintendent and board objectives related to school culture and student achievement.
- Leads and guides principals in promoting a culture and strategy of continuous improvement throughout the District.

**Culture and Climate**
- Lead principals and other staff to implement organizational process or policy changes that will result in a positive culture and climate for all students.
- Promote the importance of equity, cultural proficiency, cultural awareness, implicit bias, and anti-racist agenda and support these values by leading site and district leaders as well as staff in these initiatives.
- Ensure communication methods and messages always enhance the district’s standing with families, students and employees.
- Plan, organize, direct, and oversee the academic programming and professional learning across the District.
- Research, prepare, and present clear and concise and comprehensive reports
- Maintain contacts and positive relations with the school site staff and private partners.

Perform other duties as assigned

**Working Conditions & Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:
- Use strength to lift items needed to perform the functions of the job.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
● Communicate effectively in English, using proper grammar and vocabulary.
● Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**Environmental Demands:**
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

● Exposure to a variety of childhood and adult diseases and illnesses.
● Occasional exposure to a variety of weather conditions.
● Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

**Knowledge of:**
● The importance of equity, cultural proficiency, cultural awareness, implicit bias, and anti-racist agenda.
● Two-way communication methods that enhance the district’s standing with families, students and employees.
● Transformational systems leadership approach.
● Principles and processes for providing customer service, including customer needs assessment, quality standards and evaluation of customer satisfaction.

**Ability to:**
● Implement an equity agenda that ensures that all school programs are centered around the acceptance and achievement of all students.
● Ability to operate a computer, tablet, and proprietary or variety of mass market software or applications.
● Strong interpersonal communication skills.
● Establish accountability measures that ensure that every staff member is focused on equal educational opportunities for all students and families, particularly those socio-economically disadvantaged, and our culturally, ethnically, racially and linguistically diverse students and families.
● Knowledge of all laws, rules, regulations, and Ed Code related to school finance.
● Excellent written and verbal communication skills, and ability to present to diverse audiences.

**Education, Training and Experience**
● CA Administrative Services Credential
● A Master's Degree or Doctorate Degree are preferred.
● Management or executive experience, preferably in a secondary public education setting.
● Experience as a site principal
● Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

*The District reserves the right to update, revise or change this job description and related duties at any time.*

Update 6/21/23(JB)