

Job Title:	Executive Director, Secondary Education	Wage/Hour Status:	Exempt
Reports to:	Chief Academic Officer	Pay Grade:	AD25
Dept./School:	Administration	Date Revised:	Dec 2012

Primary Purpose:

To influence directly, and indirectly through the secondary administration, the accomplishment of the district's educational goals through the development, planning, and implementation of curriculum, professional development, school improvement initiatives, administration evaluation and the overall secondary education program.

Qualifications:**Education/Certification**

Master's degree from an accredited college or university

Special Knowledge/Skills

Strong consultation skills for conferencing with teachers, parents, and students

Excellent organizational, communication, and interpersonal skills

Experience

5 years of classroom experience

Major Responsibilities and Duties:**Leadership of the Educational Community**

1. Serve as an advocate for all students.
2. Model and promote the highest standard of conduct, ethical principles, and integrity in decision making, actions, and behaviors.
3. Implement policies and procedures that promote district personnel compliance with The Code of Ethics and Standard Practices for Texas Educators.
4. Apply knowledge of ethical issues affecting education.
5. Apply laws, policies, and procedures in a fair and reasonable manner.
6. Interact with other district staff and students in a professional manner.

Evidence of competency specific to job assignment

1. Establish and support a district culture that promotes learning high expectations and academic rigor for self, students, and staff.
2. Facilitate the development and implementation of a shared vision that focuses on teaching and learning.
3. Implement strategies for involving all stakeholders in planning processes and for facilitating planning between constituencies.
4. Use formal and informal techniques to monitor and assess district/school climate for effective, responsive decision making.
5. Institute procedures for monitoring the accomplishments of district goals and objectives to achieve the district's vision.
6. Facilitate the development, use, and allocation of all available resources, including human resources, to support implementation of the district's vision and goals.
7. Recognize and celebrate contributions of staff and community toward realization of the district's vision.
8. Maintain awareness of emerging issues and trends affecting public education and communicate their significance to the local educational community.
9. Encourage and model innovative thinking and risk taking and view problems as learning opportunities.
10. Promote multicultural awareness, gender sensitivity, and the appreciation of diversity in the educational community.

11. Serve as an articulate spokesperson for the importance of public education in a free democratic society.
12. Provides recommendations, information, support, and assistance to teachers, administrators, parents, and students.
13. Implement effective strategies for systematically communicating with and gathering input from all stakeholders in the district.
14. Serve as a resource person to students and staff members.
15. Communicate and work effectively with diverse social, cultural, ethnic, and racial groups in the district or community so that all students receive appropriate resources and instructional support to ensure educational success.
16. Articulate the district's vision and priorities to the community and to the media.
17. Use effective and forceful writing, speaking, and active listening skills.
18. Use legal guidelines to protect the rights of students and staff and to improve learning opportunities.
19. Prepare and recommend district policies to improve student learning and district performance in compliance with state and federal requirements.
20. Comply with state, district, and school regulations and policies for school district professional staff.

Instructional Leadership

1. Facilitate effective curricular decision making based on an understanding of pedagogy, curriculum design, cognitive development, learning processes, and child and adolescent growth and development
2. Implement planning procedures to develop curricula that achieve optimal student learning and that anticipate and respond to current trends.
3. Implement core curriculum design and delivery systems to ensure instructional quality and continuity across the district.
4. Develop and implement collaborative processes for systematically assessing and renewing the curriculum to meet the needs of all students and ensure appropriate scope, sequence, content, and alignment.
5. Use assessment to measure student learning and diagnose students' needs to ensure educational accountability.
6. Evaluate district curricula and provide direction for improving curricula based on sound, research-based practices.
7. Integrate the use of technology, telecommunications, and information systems into the school district curriculum to enhance learning for all students.
8. Facilitate the use of creative thinking, critical thinking, and problem solving by staff and other school district stakeholders involved in curriculum design and delivery.
9. Facilitate the effective coordination of district and campus curricular and extracurricular programs.
10. Facilitate the implementation of sound, research-based theories and techniques of classroom management, student discipline, and school safety to ensure a school district environment conducive to learning.
11. Facilitate the development of a learning organization that encourages educational excellence, supports instructional improvement, and incorporates best practice.
12. Facilitate the ongoing study of current best practice and relevant research and encourage the application of this knowledge to district/school improvement initiatives.
13. Plan and manage student services and activity programs to address developmental, scholastic, social, emotional, cultural, physical, and leadership needs.
14. Establish a comprehensive school district program of student assessment, interpretation of data, and reporting of state and national data results.
15. Apply knowledge of special programs to ensure that students with special needs are provided with appropriate resources and effective, flexible instructional programs and services.
16. Analyze the implications of various organizational factors (staffing patterns, class scheduling formats, school organizational structure, student discipline practices) for teaching and learning.

17. Develop, implement, and evaluate change processes to improve student and adult learning and the climate for learning.
18. Ensure responsiveness to diverse sociological, linguistic, cultural, psychological, and other factors that may affect student development and learning and create an environment in which all students can learn.

Administrative Leadership

1. Enhance teaching and learning by participation in quality professional development activities and studying current professional development activities and studying current professional literature and research.
2. Develop, implement, and evaluate a comprehensive professional development plan to address identified areas of district, campus, and/or staff need.
3. Work collaboratively with other district personnel to plan, implement, and evaluate professional growth programs.
4. Deliver effective presentations and facilitate learning for both small and large groups.
5. Implement effective strategies for the recruitment, selection, induction, development, evaluation, and promotion of staff.
6. Apply procedures for effective budget planning and management.
7. Work collaboratively with stakeholders to develop district budgets.
8. Facilitate effective account auditing and monitoring.
9. Establish department procedures for accurate and effective purchasing and financial record keeping and reporting.
10. Acquire, allocate, and manage resources according to district vision and priorities, including obtaining and using funding from various sources.
11. Apply knowledge of legal requirements associated with personnel management, including requirements relating to recruiting, screening, selecting, evaluating, disciplining, reassigning, and dismissing personnel.
12. Manage one's own time and the time of others to maximize attainment of district goals.
13. Apply pertinent legal concepts, regulations, and codes.
14. Implement process for gathering, analyzing, and using data for informed decision making.
15. Frame, analyze, and resolve problems using appropriate problem-solving techniques and decision-making skills.
16. Use strategies for working with others, including the board of trustees, to promote collaborative decision-making and problem solving, facilitate team building, and develop consensus.

Supervisory Responsibilities

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Occasional prolonged and irregular hours