

DIRECTOR III, SECONDARY EDUCATION**DEFINITION:**

Under the general direction of the Assistant Superintendent for Instruction, serve as the senior administrative officer for secondary school programs including staff supervision, curriculum and instruction and the overall operation of the secondary school instructional program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Evaluate all secondary Principals and selected District level Coordinators.
- Work with principals and District staff to analyze and evaluate the secondary instructional program, to meet differentiated curricular and instructional needs for all students, including the development and implementation of short and long term goals both for the District and for individual schools and programs.
- Design, develop, implement, monitor and evaluate a staff development program for all secondary administrators and teachers.
- Plan and lead regular principals' meetings with agendas that include items of philosophy, instructional methods and worthy developments in education as well as matters of an operational nature.
- Supervise curriculum development, implementation and textbook adoption processes in cooperation with curriculum coordinators, principals, teaching staff and community.
- Assess and supervise the alternative education programs to assure that an optimum educational program is offered.
- Manage C.I.F. relations, including handling District correspondence, and assisting principals with disputes or adverse C.I.F. decisions, and attending League meetings, as needed.
- Supervise the organization and administration of the District's Summer School Program, recommend the curriculum for approval of the Superintendent and the Board, supervise the edit of the course brochure, approve hours of instruction, and resolve operational problems.
- Attend Coastline Regional Occupational Program Board meetings and provide liaison between CROP and offices and schools of the District. Inform the Superintendent of actions taken at CROP meetings and apprise the schools of courses offered in the program.
- Assess the Career Technical Education program working with administrators and teachers to determine that the best possible program is being offered with the facilities and equipment available at all grade levels.
- Monitor federal, state and private grants related to assigned subject areas and programs; maintain grant budgets and monitor grant expenditures.
- Design, develop, implement, monitor and evaluate prevention/intervention programs to support the success of all students.
- Assist site administrators and leadership teams in the effective utilization of formative and summative assessments to make decisions that support and improve student achievement and drive instruction; provide support for site level, cross-curricular and intra-district professional learning communities.
- Attend high school partnership meetings and serve as a liaison with Saddleback College for dual enrollment and articulated courses.
- Coordinate data processing services with secondary schools to provide services for attendance records, grade reporting, scheduling and testing.
- Conduct personnel interviews for school site administrative positions; assist in the selection of candidates for recommendation to the Superintendent and Board of Education.
- Approve secondary field trips including submitting a monthly report to the Superintendent or his designee for inclusion in the Board of Education agenda and prepare Board agenda items for areas of responsibility for recommendation to the Superintendent.
- Work closely with the high schools to monitor the limited open forum and the development of curriculum and non-curriculum related clubs.

- Monitor and support student achievement on District, state and nationally standardized assessments.
- Visit classrooms to assist in evaluation of staff and programs.
- *Serve as a member of the SVUSD BTSA/Induction Program Leadership Team.*
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

All aspects of secondary education at the principal level, specific knowledge of curriculum planning and development, business, student activities, student discipline, and working successfully with parent groups.

Ability to:

Plan, organize and direct all aspects of a secondary school; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; *keep current regarding preliminary teacher preparation programs including induction program, professional development, and knowledge about state-adopted academic content standards and performance levels for standards*; establish and maintain effective working relationships.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.

Board Approved: November 17, 1980

Revised: October 8, 2002

Revised: ?

Revised: May 3, 2011

Revised: March 31, 2015; Board Approved May 14, 2015