

## **EXECUTIVE DIRECTOR SECONDARY EDUCATION**

### **DEFINITION**

Under general direction of the Assistant Superintendent of Education Services, the Director of Secondary Education is responsible for the administration, coordination and supervision of Secondary Education and all secondary programs. Responsibilities include oversight of all secondary schools, including all comprehensive and alternative middle schools and high schools.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Coordinates the articulation of high schools, middle schools, and elementary schools in programming and planning  
Coordinates and supports leadership development through the Continuous Leadership Academy and in general

Serves on Executive Cabinet  
Attends School Board Meetings  
Serves on the Facilities Advisory Committee  
Serves on the Continuous Improvement Council and supports schools in their Continuous Improvement Efforts  
Supports a focus on equity and access across all secondary programs  
Provides support for strengthening school and district Professional Learning Communities and The Learning Cycle  
Participates in Coordinator and Director Meetings  
Performs other responsibilities and duties as assigned.

## **QUALIFICATIONS GUIDE**

### **KNOWLEDGE OF**

School and district policies  
Curriculum frameworks

perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.