

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR, SECONDARY EDUCATION

QUALIFICATIONS:

- (1) A Master's degree.
- (2) Certification in Administration and/or Supervision, Educational Leadership, School Principal or Professional School Principal.
- (3) Five (5) years teaching and/or administrative experience.
- (4) Experience in middle/secondary school education.

KNOWLEDGE, SKILLS AND ABILITIES:

The Director of Secondary Education supervises and coordinates effectively the planning, implementation and evaluation of the district's secondary education and special programs.

REPORTS TO:

Assistant Superintendent for Curriculum and Instruction

JOB GOAL

To provide leadership, coordination and support for learning programs and activities to provide high quality programs to students throughout the District.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITY:

- (1) Direct and coordinate the planning, implementation and evaluation of relevant 6-12 programs.
- (2) Assist the principals in planning and administering the instructional program through,
 - a. attendance at school level planning sessions.
 - b. attendance at teacher conferences when requested.
 - c. teacher observation and remediation plans.
 - d. identifying and evaluating instructional materials.
- (3) Provide creative leadership by:
 - a. establishing communication and rapport with principals and school staff.
 - b. providing expertise based on experience and research.
 - c. providing leadership in short and long-range planning.
- (4) Direct, monitor and evaluate curriculum studies and special projects.
- (5) Direct and coordinate program planning to involve district and school personnel, community representative and students, when appropriate.
- (6) Serve as a program consultant and resource to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.
- (7) Coordinate the interns, grades 6-12.
- (8) Maintain a close working relationship with school administrators to ensure information (exchange, coordination of efforts, and general support for the decision-making process.
- (9) Assist school personnel in initiating and implementing new programs.
- (10) Assist the Director of Instructional Media and Management Information Services in the selection of textbooks and instructional materials to be recommended for adoption in assigned areas of responsibility.
- (11) Assist the Executive Director for Curriculum & Instruction in maintaining appropriate coordination between the basic instructional program and various special programs.
- (12) Coordinate contests and student recognition programs at the middle and high school levels.
- (13) Develop, assist and monitor the articulation plan for 6-12 instructional programs.
- (14) Provide leadership for programs and projects involving basic instructional programs.
- (15) Provide assistance for categorical and special programs and grants, as appropriate.
- (16) Serve as district contact for all subject areas and discipline when no resource teacher is on staff.
- (18) Provide assistance for the implementation of the district's pupil progression plan.
- (19) Provide assistance for the accreditation process.
- (20) Serve as the district coordinator for the district achievement testing program.
- (21) Assist in the development of instructional services activities designed to achieve priority goals identified through the district's planning process.

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- (22) Keep informed of current trends in education.
- (23) Work with appropriate personnel in the planning, modification and construction of school facilities.
- (24) Assist school principals, as needed, in the recruitment, selection, placement and appraisal of school-based instructional personnel.
- (25) Assist in the development of administrative guidelines for 6-12 education programs.
- (26) Assist in the development of school board policies for 6-12.
- (27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (28) Assist in the development, implementation, and evaluation of staff development activities.
- (29) Prepare all required reports and maintain all appropriate records.
- (30) Assist in the preparation of the instruction and special programs budget.
- (31) Supervise resource teachers or teachers-on-assignment, as assigned.
- (32) Assist in the development of administrative procedures for middle and high school education programs.
- (33) Assist the Instructional Support Services Directors with the:
 - a. use of achievement tests in long-range planning.
 - b. use of assessment tests in long-range planning.
- (34) Assist the Executive Director for Curriculum & Instruction in maintaining coordination between the basic program and various special programs.
- (35) Assist in the development of policies related to middle school and high school education programs.
- (36) Member or alternate member of the board's negotiating team.
- (37) Serve as district equity coordinator.
- (38) Supervise Teen Parent Program.
- (39) Serve as contact for secondary foreign languages, health education, mathematics and science education.
- (40) Perform other duties as assigned by the Executive Director for Curriculum & Instruction.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4

SALARY LOCATOR: Support Personnel Salary Schedule 4