

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Director, Secondary Education **Job Code:** 63018
Job Classification: Instructional District-Based Administrator **EEO Line:** 03
Job Class Category: Administrative Personnel **Job Description Supplement Code:** 4
Reports to: Assistant/Area Superintendent, **Salary Locator:** Support Schedule 4
Instructional Curriculum Development Services

SUMMARY:

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

QUALIFICATIONS:

- 1) Master's Degree from an accredited educational institution
- 2) Certification in Educational Leadership, School Principal, or Professional School Principal
- 3) Five (5) years' experience in public school administration or public school district administration
- 4) Experience in junior/senior high school education
- 5) Valid Florida Driver's License and acceptable driving record
- 6) Satisfactory criminal background check
- 7) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology in facilitating instruction
- (4) Knowledge of national, state and local educational goals and objectives
- (5) Knowledge of learning theory, program planning, curriculum development, and management of instructional programs
- (6) Knowledge of statutory and regulatory requirements in area of responsibility
- (7) Ability to interpret and implement laws, rules and policies
- (8) Ability to supervise people, ability to plan and present information to a variety of audiences
- (9) Ability to facilitate various size groups using facilitative leadership skills
- (10) Skills in written and oral communication, planning and organization
- (11) Knowledge of current educational trends, methods, research and technology
- (12) In-depth knowledge of assigned curriculum, program, or service area
- (13) Ability to collect, analyze and interpret data. Ability to work collaboratively with others
- (14) Extensive understanding of the Pupil Progression Plan and ability to share with others
- (15) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the position.
- (2) Maintain a close working relationship with school-based and District-level administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (3) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (4) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (5) Direct and coordinate the planning, implementation and evaluation of relevant 6 – 12 programs.
- (6) Assist the principals in planning and administering the instructional program through:

- a. attendance at school level planning sessions
 - b. attendance at teacher conference when requested
 - c. teacher observations and remediation plans
 - d. identifying and evaluating instructional materials
- (7) 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
 - (8) Direct, monitor and evaluate curriculum studies and special projects
 - (9) Direct and coordinate program planning to involve District and school personnel, community representative and students, when appropriate.
 - (10) 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.
 - (11) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
 - (12) Assist school personnel in initiating and implementing new programs.
 - (13) Assist the Assistant Superintendent for Curriculum & Instruction in maintaining appropriate coordination between the basic instructional program and various special programs.
 - (14) Support contests and student recognition programs at the middle/junior and high school levels.
 - (15) Support the articulation process for K through post-secondary education.
 - (16) Serve as District contact for all subject areas and discipline when no resource teacher is on staff.
 - (17) Provide assistance for the implementation of the District's Pupil Progression Plan.
 - (18) Provide assistance for the accreditation process.
 - (19) Remain informed of current trends in education.
 - (20) Assist principals as needed in the recruitment, selection, placement and appraisal of school-based instructional personnel.
 - (21) Supervise assigned personnel, conduct annual performance evaluations and make recommendation for appropriate employment action.
 - (22) Assist in the development, implementation, and evaluation of staff development activities.
 - (23) Member or alternate member of the Board's negotiating team.
 - (24) Set high standards of performance for self and others
 - (25) Keep well informed about current trends in curriculum and best instructional practices
 - (26) Attend meetings and conferences which promote professional growth and will benefit the District
 - (27) Promote and support professional development for self and others
 - (28) Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Maintain accurate records.
 - (29) Work cooperatively with teachers, assigned directors and other colleagues establishing clear expectations for roles and responsibilities.
 - (30) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, and representatives of resource agencies within the community.
 - (31) Attend required staff meetings and serve, as appropriate, on staff committees.
 - (32) Perform all other duties as requested by Assistant/Area Superintendent or Superintendent

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 26, 2004