

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**POSITION DESCRIPTION**

April 1992

**DIRECTOR I, SECONDARY EDUCATION**

**DEFINITION**

Under the supervision of the Assistant Superintendent, Educational Services, provides for supervision of secondary schools, planning and coordinating 7-12 curricula, and student services.

**EXAMPLES OF DUTIES**

Assures site compliance with Statute and Board Policies/Procedures.  
Evaluates and supervises secondary principals.  
Resolves student and parent complaints/concerns regarding secondary sites, personnel, and programs.  
Monitors site budget and master schedule accountability.  
Directs the office of Vocational Education.  
Directs the G.E.D. testing program.  
Directs student services (secondary)  
    Student Board reps  
    Suspension appeals  
    Graduation/promotion  
    Academic recognition and competitions  
    Expulsion hearings  
Serves as District liaison with R.O.P.  
Serves as District liaison with N.C.S. and involved District principals.  
Schedules, organizes, and conducts the following monthly meetings which focus upon common/district-wide concerns, programs, District policies, secondary curriculum, and other topics identified by either the District or the site administration and assures appropriate follow-up services:  
    7-12 Principals' Council  
    Assistant Principals' Council  
Develops and revises Board policies and procedures as directed.  
Compiles and disseminates secondary testing reports and publicity.  
Assists secondary schools with preparations for WASC and P.Q.R. visits.  
Conducts secondary curriculum projects as determined by need.  
Assists the personnel department with staffing and enrollment projections.  
Coordinates the secondary music program.

**REQUIRED QUALIFICATIONS**

**Knowledge of:**

Principles, problems, and methods of public education and administration, including organization, personnel, and fiscal management relevant to assigned responsibilities.  
Office management principles, methods, and procedures.  
Relevant state and federal regulations and procedures.  
Staff supervision and coordination techniques.

10.2 (4)

Ability to:

Display knowledge and understanding of education theory and practice.  
Plan, direct, and establish priorities and simultaneously coordinate a variety of projects.  
Analyze and identify present and potential curriculum problems, develop and evaluate alternate solutions, and propose plans of action.  
Prepare and present clear and concise reports.

Education:

Graduation from a recognized four-year college or university, preferably with a major in Education. Progressive post graduate training and experience in the areas of curriculum development and learning theory. Appropriate administrative credential required. Advanced degree desirable.

Experience:

Five years of recent school administrative experience.

Special License:

Appropriate state credential.  
A valid California Driver's License.

Salary:

This is a position designated as Certificated Management. Salary, benefits, and work year are provided in adopted policies of the Board of Education.