

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Executive Director, Secondary Education	REPORTS TO:	Deputy Superintendent
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	June 13, 2017	SALARY:	Range B; Tier IV Management Salary Schedule

SUMMARY DEFINITION: Under the general supervision and direction of the Deputy Superintendent, administers, supervises, and coordinates secondary and alternative education in the District, including providing oversight of all secondary comprehensive and alternative schools, their curriculum, and instructional programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E= Essential Functions

Leads, guides, and supports secondary curriculum development and the delivery of instruction by secondary instructional staff; attends and participates in District Curriculum Council meetings. **E**

Leads, guides and supports student learning and achievement in the secondary program; assists in the collection and interpretation of results data and the use of data for program improvement and increasing student achievement. **E**

Collaborates with curriculum leaders at the local, county, and/or state level in the design, development and evaluation of the secondary program, including the WASC accreditation process; oversees, plans, and executes related trainings. **E**

Attends conferences, reads journals/papers, takes courses, and attends workshops to remain current concerning trends in secondary curriculum and instruction. **E**

Plans, develops, provides, and supports trainings and in-service for site administrators. **E**

Participates in research, textbook selection, examination procedures, the establishment of grading standards, and the effective utilization of facilities and equipment for secondary schools. **E**

Plans, coordinates, and facilitates secondary principal and assistant principal meetings; attends and participates in meetings of coordinators, directors, Department staff, and school site staff. **E**

Supervises and evaluates the performance of secondary principals, the secondary Coordinator, and the Director of Student Services; develops new principal leadership; supports secondary assistant principal training and development. **E**

Coordinates and facilitates District's Leadership Development Program; coordinates District's Tier 2 administrative induction program. **E**

Oversees school site level support, and training and development of Teachers on Special Assignment and mentors within the Educational Services Department. **E**

Responds to, addresses, and resolves secondary parent concerns and inquiries and coordinates resolutions with schools; serves as liaison to secondary families and the secondary parent community. **E**

Guides and supports the development of Safe School Plans and Single Plans for Student Achievement (SPSAs) for all secondary schools. **E**

Provides guidance and oversight of secondary athletic programs; plans, coordinates, and facilitates meetings with secondary Athletic Directors. **E**

Facilitates the resolution of operational problems. **E**

Coordinates with Human Resources on enrollment and staffing of all secondary schools; interviews and selects employees, and recommends transfers, reassignment, termination, and disciplinary actions. **E**

Provides leadership, guidance and oversight of counseling programs; plans, coordinates, facilitates and attends secondary counselor meetings. **E**

Serves as the primary administrative secondary liaison to the Facilities Department; provides leadership in the application of the facilities master plan and facility improvements. **E**

Oversees District's secondary course catalog and summer school programs. **E**

Provides leadership and assists in implementing the District's vision. **E**

Makes presentations to the Board of Education, Superintendent's Cabinet, site personnel, and community groups. **E**

Ensures compliance with all local, state and federal legislation mandates and policies. **E**

Performs other responsibilities and duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

- Minimum of ten (10) years of successful experience, five (5) or more of which were served as a school, preferably at the secondary level
- Masters' degree required
- District Office experience preferred

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License; Valid California Administrative Services Credential

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Principles and practices of public education and school administration
School and District policies and practices
Local, state and national curriculum frameworks and models
Best instructional and assessment practices and methodologies
Effective staff development models and practices
Effective decision making models and group processes
Personnel, fiscal, and organizational management relevant to assigned responsibilities
Relevant state and federal regulations and procedures
Applicable laws, codes, regulations, policies, and procedures
Effective management practices and supervision techniques
School district organization, operations, policies, and objectives
Interpersonal skills using tact, patience, and courtesy
Effective oral and written communication skills
Technical aspects of field of specialty
Operation of a computer related software

ABILITY TO:

Lead and work cooperatively and effectively with all segments of the educational community and the public
Maintain current knowledge on trends and developments in curriculum, instruction and assessment
Lead planning and implementation efforts in curriculum, instruction and assessment
Implement systems for ensuring that legal mandates and requirements are met
Interpret, apply, and explain rules, regulations, policies, and procedures
Analyze situations accurately, and adopt an effective course of action
Work independently with little direction to meet schedules and timelines
Supervise and evaluate the performance of assigned staff
Prepare comprehensive narrative and statistical reports
Communicate clearly and effectively, both orally and in writing
Meet state and district standards of professional conduct as outlined in Board Policy
Operate a computer and use related software

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; moderate noise level; drive a vehicle to conduct work

PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting, TB testing, and mandated trainings

APPROVALS:

Keith Rogenski

6/14/17

Keith J. Rogenski
Assistant Superintendent, Human Resources

Date

WJ Schmitt

6/13/17

Rick Schmitt
Superintendent

Date