

REDLANDS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE Director, Secondary Education

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

EDUCATION: Required M.A. or M.S., site or program administrative experience.

EXPERIENCE: Required Three or more years of successful experience in teaching at the secondary level, a minimum of three years of successful administrative experience, site or program level; demonstrated experience in the development of curriculum and model instructional practices.

Desired Three or more years of experience as a principal. Experience in management of curricular and instructional programs at the secondary level.

PERSONAL

QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Educational Services, the Director of Secondary Education assists in the planning, development and implementation of the district's instructional programs at the secondary level and provides leadership in the ongoing development and improvement of secondary curriculum in the district; supports the accountability and assessment efforts of the District's 6-12 programs; works collaboratively with other district leaders and staff to develop processes and products that successfully support educational programs.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Educational Services, the duties and responsibilities of the Director, Secondary Education will be as follows:

1. Serves as a leader and primary contact in matters relating to secondary instruction, curriculum development and evaluation.
2. Facilitates, implements and assists with the development of a common core state standards-based curriculum in all content areas, grades 6 - 12.
3. Facilitates, implements and assists in the development of the staff professional development program, grades 6 – 12.
4. Chairs the Curriculum Committee.
5. Analyzes, reports and interprets student performance data including CAASPP performance tasks and other multiple measures and makes recommendations for instructional improvement.
6. Assists with the development, evaluation and distribution of all district multiple assessments and state mandated assessments to be used at the secondary level.

7. Facilitates the development of the content of 6-12 multiple assessments to align with district scope and sequence.
8. Provides oversight to the regular modification, updating and development of course guides, teacher guides, courses of study, and other instructional materials.
9. Assesses and sets goals for staff development at the secondary level, and is responsible for communicating those goals to the professional development department.
10. Coordinates the district and school development and implementation of intervention systems and procedures to improve the attendance, behavior, and academic performance of district at-risk secondary (grades 6 – 12) students.
11. Reviews, provides support, and approves secondary yearly achievement, budget, safe school, and site intervention plans.
12. Coordinates the secondary guidance program and meets with the counseling staff to review pertinent issues, trends, and recent legislation and requirements.
13. Provides guidelines, processes, procedures, coordination and leadership of the secondary co-curricular activities program.
14. Coordinates and oversees the district's summer school program.
15. Manages the process of textbook selection and adoption as well as textbook allocation for the secondary level.
16. Meets regularly with the Assistant Superintendent to discuss important issues that might directly affect the District.
17. Assists secondary sites with master scheduling planning and design.
18. Coordinates follow-up studies of district graduates.
19. Keeps informed of current research, legislation in the area of secondary curriculum and ensures that all secondary administrators are presented with related, relevant information in a timely manner.
20. Regularly conducts classroom observations and instructional rounds at secondary schools to ensure effective communication, support, and educational program efficacy.
21. Interprets the secondary curriculum, its philosophy, goals, and objectives to the Board of Education, administration, staff, and general public.
22. Recommends teacher attendance at conferences and meetings planned for secondary program development and professional growth.
23. Provides district liaison services with the county office of education and other agencies on matters pertaining to secondary education.
24. Prepares an annual division report summarizing the evaluation of secondary instruction in the district, progress made to date, and future areas of focus.

25. Provides support and oversight to site administrators in the development of the Safe School Plan and Injury and Illness Prevention Plan (IIPP).
26. Develops, submits, and monitors budgets for the operation of assigned programs and services.
27. Coordinates and evaluates the district's program of educational guidance services.
28. Prepares and coordinates Board of Education agenda items relating to the director's areas of responsibilities, submitting items in a timely and appropriate manner to the Assistant Superintendent of Educational Services for final review.
29. Attends Board of Education regular meetings.
30. Supervises and evaluates assigned certificated and classified personnel.
31. Effectively manages secondary level (grades 6 -12) informal and formal parent and Title IX complaints.
32. Ensures a comprehensive program for the secondary Gifted and Talented Education Students.
33. Provides support to principals and counselors in identifying and placing students appropriately in intervention programs.
34. Maintains and supports the external and internal image of the district, its divisions and its schools.
35. Represents the district in community affairs and activities.
36. Attends, facilitates and regularly presents at secondary principals' meetings.
37. Serves as the District liaison for RIMS AVID program.
38. Supervises and evaluates classified personnel as assigned by the Assistant Superintendent of Educational Services.
39. Provides support and oversight to site administrators in the development of the Single Plan for Student Achievement (SPSA).
40. Supports articulation among and between district instructional levels and with post-secondary institutions.
41. Provides support and oversight to site administrators in the development of school budgets.
42. Ensures that secondary schools are adhering to Education Code, new state mandates, and Board policy.
43. Insures that all sites meet the state and local compliance requirement regarding daily, weekly and yearly instructional minutes.
44. Performs other duties as assigned by the supervisor.