

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

POSITION: Director, Secondary Education

REPORTS TO: Deputy Superintendent, Instructional Services

POSITION PURPOSE:

Under the professional direction of the Deputy Superintendent, Instructional Services, the Director of Secondary Education is responsible for planning, organizing, monitoring and directing the development, implementation and assessment of curriculum for secondary schools; providing leadership for the instructional program; providing support to all secondary schools in the District adopted curriculum and instructional improvement efforts; coordinating and supervising a new curriculum adoption process; planning, organizing and monitoring the development of new educational programs that meet mandated educational reforms for secondary schools; and supervising and evaluating the positions of secondary principals, outdoor school coordinator, and administrative assistant.

This position directs the activities of the secondary education program through the following positions:

- Middle School Principals
- High School Principals
- Adult School Principal

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS) FOR SECONDARY SCHOOLS:

- Develop baseline data, monitor progress towards curriculum goals and prepare fiscal, statistical, descriptive and other reports related to instructional programs.
- Assist in the development of in-service education programs for administrators, teachers, counselors, and other personnel.
- Assist in the acquisition of supplementary funding including grant development, business partnerships and other alternative funding models to support school programs.
- Supervise the coordination of all CTE, ROP and other programs that need oversight from the District level.
- Confer, meet with and advise secondary School Site Councils, District advisory committees, the Board of Education and others on matters pertaining to the District-wide secondary education program.
- Confer with other departments to plan and review procedures for textbook and supporting material selection and adoption.
- Develop and implement systems to monitor and evaluate the programs of students into career pathways and higher education.
- Coordinate with the Director of Curriculum and Assessment to develop and maintain a system of assessments, which provides evidence useful to the evaluation, and modification of educational programs.
- Develop, oversee, and drive the process of creation, implementation, coordination, and assignment of state and federally mandated reform issues, programs, and / or legislation.
- Provide training for administration and staff for effective implementation of reform programs.
- Conduct and oversee cost/benefits analysis of educational programs, including grant funded programs.

- Monitor and evaluate the alignment of educational programs to the Local Control and Accountability Plan (LCAP).
- Develop a system for monitoring impact of educational reform programs on student achievement.
- Directs the training, development and evaluation of secondary school personnel.
- Establish criteria and oversee the selection process for adoption of new programs and grant to ensure alignment to District Master Plan and goals.
- Oversee the process and make recommendations for the modification, revision, or elimination of educational programs not aligned to the LCAP and goals, or not advancing student achievement.
- Serves on county and state committees for the secondary program.
- Develop, monitor, and supervise intervention and retention programs at the school site level.
- Oversee and coordinate the implementation of programs assigned to department.
- Confer with Personnel Services and support the implementation of collective bargaining agreements for certificated and classified employees as they relate to employees supervised.
- Provide technical expertise, information and assistance to the Deputy Superintendent, Instructional Services regarding assigned functions.
- Direct and participate in the preparation and administration of budgets for assigned programs.
- Select, supervise, train and evaluate assigned administrative, professional and clerical staff.
- Perform other duties as assigned.

PRINCIPAL ACCOUNTABILITIES:

- Ensure that an annual plan is developed for the secondary education program and ensure the achievement of the results expressed in that plan in accordance with the specified standards of quality, quantity, time and resources.
- Ensure the preparation of an annual objective comparative analysis of results achieved in relation to the objectives of the above plan.
- Ensure an annual school enhancement or improvement plan is developed for each secondary school and ensure the achievement of the results expressed in each plan.
- Ensure that each secondary school principal, working with his/her Site Council, provides annually an objective, comparative analysis of results achieved in relation to the school plan.
- Ensure the coordination and integration of activities among the various secondary schools.
- Ensure, in cooperation with the Director, Elementary Education, program articulation between the elementary and secondary schools.

EDUCATION AND EXPERIENCE:

Credentials and Experience:

- California Administrative Services credential
- An advanced degree in education is desirable
- Minimum of five years administrative experience
- Site and district-level experience preferred in the area of secondary education

License Required:

- Possession of a valid and appropriate California Driver's License. Insurability by District Liability Insurance Carrier may be required. May be required to provide own transportation to sites during workday.

Knowledge of:

- State curriculum frameworks and standards
- Group decision making process
- Secondary and vocational career education programs
- Principles, practices and techniques of instruction, curriculum development and evaluation
- Knowledge of budget development and administration
- Learning Theory
- CTE and ROP

Ability to:

- Demonstrate effective instructional organizational, and administrative leadership
- Empower leadership and delegate responsibilities to subordinate staff
- Analyze problems, identify potential solutions and make appropriate and effective decisions
- Establish effective organizational and community relationships
- Effectively supervise and evaluate staff and establish a positive work climate

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements;

- Ability to work at a desk, conference table or in meetings of various configurations
- Ability to circulate for extended periods of time
- Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- Ability to understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation

WORK YEAR: 220 Days

SALARY: Management Salary Schedule Placement