



2100.16: DIRECTOR OF SECONDARY EDUCATION

Reports to: Associate Superintendent for Educational Services

General Summary: Directs the planning, implementation, and evaluation of programming related to secondary education for students' grades 6 through 12, and its accompanying routines and activities for the school district, under the direction of the Associate Superintendent for Educational Services.

Essential Functions:

- I. Assists the Associate Superintendent in the development of the program model to be utilized in the planning, development and evaluation of curriculum in the district. (5%)

- II. Develops and coordinates processes and procedures which will ensure the articulation of Pre-K-12 programming where possible and/or appropriate. (5%)

- III. Coordinates the development and utilization of learner outcomes, assessment analysis, intervention models, and progress monitoring in the secondary program. (5%)

IV. Assists in the evaluation of the curricular program and materials and makes appropriate recommendations concerning their use. (3%)

V. Directs the coordination of the ELL program in the secondary schools. (3%)

VI. Works with building administrators, the Director of Leadership & Learning, C&I MEP facilitators, and secondary department heads to coordinate the work of building instructional teams. (3%)

VII. Assists in the development of a leadership-training program for secondary administrators, curriculum specialists, department heads, building level instructional teams and other fulfilling positions designed to further secondary education in the district. (1%)

VIII. Serves as a resource to secondary administrators in understanding and implementing the program components so that building-level (site-based) administration can assume responsibility for the programs in their respective buildings. (2%)

IX. Serves as a resource to secondary administrators to ensure appropriate curricular and instructional programming for all students. (3%)

X. Works cooperatively with other departments (i.e., human resources, business, DARE, Leadership & Learning) to ensure the provision of both a comprehensive and effective educational program. (2%)

XI. Directs the coordination of the High Ability Learner program in the secondary schools. (3%)

XII. Works with, and provides input to special program personnel (technology, media, student services, SPED, ELL, etc.) in issues related to secondary education. (2%)

XII. Interprets, along with building personnel, the secondary program to staff, parents, community and the Board of Education. (3%)

XIV. Works with the Director of Leadership & Learning and other appropriate personnel in designing appropriate programming for the professional growth of staff in the secondary schools. (3%)

XV. Maintains knowledge of current educational issues through reading, conference attendance and other personal growth experiences. (3%)

XVI. Works closely with those who serve as content leaders for the District (i.e., curriculum - C&I MEP facilitators, specialists, department heads, interventionists) or who provide support as a resource to the building program (i.e., grants writer, coordinators) and evaluates accordingly. (18%)

XVII. Directs the Coordinator of Secondary Programs in developing and implementing academies for high school students. (2%)

XVIII. Coordinates the development and implementation of Advanced Placement® and dual enrollment courses while providing resources and required training for teachers. (2%)

XIX. Assists in the evaluation of secondary administrators as assigned by the Superintendent of Schools. (8%)

XX. Assists others in the design and development of those programs serving students outside of the normal school structure (i.e. night school, Millard Learning Center, school-community programs). (3%)

XXI. Serves as a resource to building-level administrators in areas identified by the Superintendent or designee. (3%)

XXII. Develops and recommends the budget necessary to operate the secondary education program. (5%)

XXIII. Reports to the Associate Superintendent, the Office of the Superintendent, and the Board of Education on a regular basis as it regards the progress or problems encountered at the secondary level. (3%)

XXIV. Attends all school board and cabinet meetings. (5%)

XXV. Acts as Educational Services liaison with district, community, university systems, and state programs. (2%)

XXVI. Assumes those other responsibilities relating to secondary education as assigned by the Associate Superintendent for Educational Services. (3%)

Qualifications:

I. Education Level: A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. A six-year specialist degree in educational administration or the accepted equivalent is required.

II. Certification or Licensure: Appropriate Nebraska Administrative Certificate.

III. Experience desired: Four years of successful administrative experience in the area of curriculum.

IV. Other requirements: Strong leadership and planning skills. Possession of good oral and written communications skills.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing	X		
2. Walking		X	
3. Sitting		X	
4. Lifting <u>20</u> lb max	X		
5. Carrying <u>50</u> feet	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling	X		
9. Reaching / Handling	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Date of Adoption

March 18, 1991

Date of Revision

May 20, 1996

May 21, 2001

April 19, 2004

March 7, 2005

October 20, 2008

November 21, 2016