

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-SECONDARY EDUCATION

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Secondary Education, assist in planning, organizing, controlling and directing the operations of assigned secondary education schools; serve as academic coach for an assigned group of schools; collaborate with curriculum and staff development administrators in developing and implementing curriculum and staff development activities related to improving student achievement; supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Assist in planning, organizing, controlling and directing the operations of assigned secondary education schools; serve as academic coach for an assigned group of schools.

Collaborate with the curriculum and staff development administrators in developing and implementing curriculum and staff development activities related to improving student achievement.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assist in the recruitment of vice principals and principals for secondary assignments.

Assist principals with monitoring the implementation and evaluations of the District's Standards and Benchmarks; provide support and training to secondary vice principals, administrative assistants and teachers-in-charge in the area of monitoring and assessing the District's Standards and Benchmarks; coordinate related meetings.

Assist in the recruitment, coordination and supervision of the District's business and community partnerships; provide support in the planning and implementing of the partnership programs and projects.

Oversee and monitor the District's Adult Education and Business and Technology Training Institute programs.

Coordinate, oversee and implement the District's K-12 Open Enrollment Parental Choice programs and the District's 7-12 inter- and intra-District transfers.

Provide support to secondary school secretaries and coordinate quarterly meetings with secretaries, vice principals and principals; coordinate office staff for the Secondary Education Division.

Serve as liaison for secondary school safety programs and projects.

Plan and coordinate the District's Secondary Education Division academic achievement recognition and academic competition programs.

Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; receive and respond to parent issues or concerns and make referrals as necessary.

Participate in budget development activities and monitor assigned budgets.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; serve on a variety of District-wide committees.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the operations of secondary schools.
- Adult Education and Business, Technology Training Institute, school safety, and open enrollment programs.
- District and secondary school organization, operations, policies and objectives.
- Curriculum and instructional strategies in the secondary schools of the District.
- Recruitment, coordination and supervision of the District's business and community partnerships.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Assist in planning, organizing, controlling and directing the operations of assigned secondary education schools.
- Serve as academic coach for an assigned group of schools.
- Collaborate with curriculum and staff development administrators in developing and implementing curriculum and staff development activities related to improving student achievement.

Supervise the performance of assigned personnel.
Implement curriculum and instructional strategies.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree including five years secondary teaching experience and three years experience in the administration of a secondary school.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential, Teaching Credential or other appropriate credential.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.