

Union Public Schools Job Description

Position Title: Executive Director for Secondary Education
Department: Teaching and Learning
Reports To: Assistant Superintendent for Teaching and Learning

FLSA Designation: Exempt

SUMMARY: Develops, organizes and manages the day-to-day operations of the secondary educational program. Administers functions related to curriculum, budgets for secondary and vocational instruction, and staff development.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with principals, department heads, teachers and subject matter specialists in developing the general philosophy and goals of secondary curriculum. Coordinates and evaluates the curricula and instructional programs and makes appropriate recommendations.
- Supervises and evaluates the work of secondary building administrators.
- Participates in planning, distributing and monitoring the secondary program budgets, both instructional and vocational, which include labor, materials and supplies, training, and capital outlay.
- Works with outside educational authorities and regulatory bodies on secondary and vocational issues.
- Formulates and implements professional development activities for secondary teachers, which address curriculum needs.
- Participates in staff development activities.
- Develops a program, with teacher and principal input, which insures the vertical and horizontal articulation of all curriculum areas of the District.
- Contributes toward development of a District in-service program that assists teachers in the instructional areas, and promotes their understanding of the elements of effective instruction.
- Coordinates all textbook selection committee activities for the District including the refinement of or development of policies related to the selection of textbooks.
- Assumes the responsibility for coordination of grant programs and departments and curriculum specialists through regular meetings and communication.
- Stays current on curriculum and instruction trends and research relating to restructuring issues of public education.
- Assists in the development of District reports, such as the plan for educational development and improvement.
- Coordinates technology training for District personnel.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by Assistant Superintendent for Teaching and Learning.

SUPERVISORY RESPONSIBILITIES: Supervises, oversees and manages building principals. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees;

planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: None

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: None

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.