EXECUTIVE DIRECTOR, Secondary Education--High School

QUALIFICATIONS

- Doctorate Degree in Education preferred, but at least a Master’s Degree in Education with certification in Administration and Supervision, Educational Leadership, or School Principal.
- Five (five) years of experience in Public Education Administration.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the laws and rules as they relate to high school education.
- Knowledge of current trends and best practices, including a good understanding of high school education.
- Knowledge of the school district and its organization.
- Skill in problem solving, human interaction and conflict management.
- Effective skills in oral and written communications.
- Ability to analyze, interpret, synthesize, and use data in decision-making.

SUPERVISION

REPORTS TO Superintendent
SUPERVISES High School Principals, Assigned Personnel

POSITION GOAL

To support the vision and mission of the District by ensuring that the policies, procedures and initiatives of the School Board that relates to the District’s programs for high school and transportation services are advanced.

PERFORMANCE RESPONSIBILITIES

1. * Provide leadership and direction for assigned areas of responsibility.
2. * Oversee the operation of high school education.
3. * Oversee and evaluate the high schools’ improvement plans.
4. * Serve as liaison between the high schools and department divisions at the county office.
5. * Coordinate regional accreditation activities.
6. * Coordinate high school administrators’ meetings.
7. * Assist principals and departments in identifying program needs, materials, and equipment.
8. * Monitor grouping procedures, organizational patterns, and scheduling of staff and students of each high school.
9. * Visit high schools including classroom visitations on a regularly scheduled basis.
10. * Provide input in the process of district budget development.
12. * Serve as a member of the Superintendent's Coordinating Council.
13. * Assist in the building program at the high school level.
15. * Monitor high school programs.
17. * Perform associated functions on behalf of the Superintendent.
18. * Intercede in all matters pertaining to high schools and transportation to elicit favorable solutions.
19. * Represent and act on behalf of the Superintendent for functions he is unable to be present.
20. * Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
21. * Prepare or oversee the preparation of all required reports and maintain appropriate records.
22. * Exercise proactive leadership in promoting the vision and mission of the District.
23. * Review existing District policies related to providing safe and secure schools and recommend revision when appropriate.
24. * Coordinate the selection of high school principals and other administrators.
25. * Oversee the annual revision of the Student Code of Conduct and Discipline and monitor its implementation.
26. * Oversee the annual revision of the Protocols for Processing Student Expulsions and monitor its implementation.
27. Perform other duties/tasks consistent with the goals and objectives of this position.

*Denotes essential job function/ADA

**EQUIPMENT / MATERIALS**

Computer, Telephone

**PHYSICAL REQUIREMENTS**

Sedentary Work  Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**PHYSICAL ACTIVITY**

Sitting  Resting with the body supported by the buttocks or thighs.
Standing  Assuming an upright position on the feet particularly for sustained periods of time.
Walking  Moving about on foot to accomplish tasks, particularly for long distances
Climbing  Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

Finger Dexterity  Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm
Grasping  Applying pressure to an object with the fingers and palm
Talking  Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity  The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity  The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

Indoors/Outdoors  The worker is subject to both environmental conditions. Activities occur inside and outside.

**TERMS OF EMPLOYMENT**

<table>
<thead>
<tr>
<th>PAY GRADE</th>
<th>POSITION CODES</th>
<th>FLSA</th>
<th>BOARD APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO 1 $94,338 - $144,712</td>
<td>PeopleSoft Position 2760</td>
<td>☑ Applicable</td>
<td>August 28, 2001</td>
</tr>
<tr>
<td>District Salary Schedule</td>
<td>Personnel Category 1</td>
<td>☒ Not applicable</td>
<td>Previous Approval Date</td>
</tr>
<tr>
<td>Months 12</td>
<td>EEO-5 Line 3</td>
<td></td>
<td>September 21, 1999</td>
</tr>
<tr>
<td>Annual Days 258</td>
<td>Function 7200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly Hours 37.5</td>
<td>Job Code 1302</td>
<td>ADA Information Provided by Ron Pinnell</td>
<td></td>
</tr>
<tr>
<td>Annual Hours 1935</td>
<td>Survey Code 63018</td>
<td>Position Description Prepared by Raymond Gaines/Ron Pinnell</td>
<td></td>
</tr>
</tbody>
</table>