EXECUTIVE DIRECTOR, Secondary Education--Middle 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 middle school education.
• Knowledge of current trends and best practices, including a good understanding of middle school education.
• Knowledge of the school system 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 Middle School Principals, Coordinator of Testing, Grant Writer, 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 related to middle school education are advanced and to ensure safe, orderly, and purposeful environment on school campuses.

PERFORMANCE RESPONSIBILITIES

1. * Oversee the operation of middle schools education.
2. * Oversee the operation of the Department of Testing.
3. * Oversee and evaluate the middle schools' improvement plans.
4. * Oversee the operation of the Department of Grant Writing.
5. * Serve as liaison between the middle schools and department divisions at the county office.
7. * Coordinate the selection of new middle school principals and assistant principals.
8. * Monitor middle school implementation of the District Target Goals.
9. * Coordinate and monitor staffing allocations and staffing conversions for middle schools with the Director of Employee Relations.
10. * Coordinate middle school administrators’ meetings.
11. * Assist principals and departments in identifying program needs, materials, and equipment.
12. * Monitor grouping procedures, organizational patterns, and scheduling of staff and students of each middle school.
13. * Visit middle schools including classroom visitations on a regularly scheduled basis.
14. * Oversee annual revision of the Pupil Progression Plan and oversee its implementation.
15. * Provide input in the process of district budget development.
17. * Assist in the building program at the middle school level.
18. * Provide enrollment projections of the middle schools for staffing and FTE estimations.
EXECUTIVE DIRECTOR, Secondary Education--Middle School, page 2

21. * Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
22. * Prepare or oversee the preparation of all required reports and maintain appropriate records.
23. * Exercise proactive leadership in promoting the vision and mission of the District.
24. * Coordinate District Leadership Team and School Advisory Councils.
25. * Coordinate the accountability process (School Improvement Plan) for the District.
26. 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>
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<tr>
<td>AO1 $94,338 - $144,712</td>
<td>PeopleSoft Position 3606</td>
<td>☑Applicable</td>
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<td>Function 7200</td>
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<td>Weekly Hours 37.5</td>
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<td>Annual Hours 1935</td>
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