



Director of Secondary Education

FLSA Status:

Exempt, Administrative

Qualifications:

- Master's degree +30 graduate credit hours with in-depth preparation in school leadership, district leadership, and curriculum, instruction and assessment
- Doctorate preferred

Certification and Licenses:

Missouri Administrator Certificate (or ability to obtain)

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:

TBD

Experience:

- Proven experience as a building leader and/or district leader in curriculum, instruction and assessment
- Excellent interpersonal and communication skills with staff, parents and patrons
- Demonstrated excellence in written communication
- Demonstrated success at designing and maintaining a positive, collaborative culture
- Demonstrated success at designing and leading strategic planning and continuous improvement including the establishment of data priorities to raise student achievement
- Ability to exercise sound judgment on sensitive issues
- Effective public speaking skills

Reports to

Executive Director of Academic Services

Terms of Employment

12 month employee, with benefits according to Board policy

Purpose Statement

The Director of Secondary Education is a critical lever in improving student achievement. The role of the director is to work as a colleague with secondary building administrators and certified staff to implement the district's Academic Strategic Plan, developed by the Platte County Academic Services Team. The Director of Secondary Education will focus on individual and group professional development that support staff in meeting expectations set by the Academic Services Strategic Plan relative to curriculum implementation, instructional

practices, assessment for and of learning, and technology enhanced teaching and learning.

Essential Job Functions

- Communicates with a variety of clientele, including district personnel regarding Platte County R-3's vision, mission, values, and strategic goals
- Attends and leads various meetings, including evenings and weekend
- Works collaboratively with all building lead principals (secondary)
- Works with teachers and principals to direct, coordinate and facilitate instructional improvement initiatives
- Collaborates with the Academic Services Team in the creation and accomplishment of academic goals related to MSIP Standards
- Visits schools and classrooms to fulfill job responsibilities and evaluates learning climate
- Plans and implements appropriate budgets
- Implements professional development opportunities for secondary instructional staff
- Establishes and executes process for review, update, and revision of district secondary programs
- Facilitates the acquisition of resources and development of instructional models to ensure the effective deployment of district curriculum
- Identifies, writes, and coordinates grants, as appropriate, to support secondary instructional programs.
- Applies a working knowledge of federal, state, and district requirements to revise secondary instructional and educational programs
- Maintains current knowledge of effective instructional strategies and practices that support and enhance program effectiveness
- Assumes other additional responsibilities assigned by his/her supervisor
- Supports planning and coordination of in-district professional development calendar development and tracking
- Authorizes all district professional development with the exception of Administrators (Assistant Superintendent)
- Collaborates with Academic Services team to monitor district grading and assessment of learning
- Pathway (enrollment, employed, and enlisted) Exposure, Learning & Oversight
- Facilitate the master scheduling process
- Monitors course offering and course catalog authorization process
- Oversees graduation requirements
- Facilitates and monitors alternative learning – MoCAP, MoOptions, Online Learning
- Facilitates implementation of extended/enriched learning – ACT, AP, Dual Credit, NCC, NCAPS, PLTW, A+, and Gifted
- Monitors student leadership and character development
- Facilitates co-curricular experiences, field trips K-12, and foreign exchange
- Monitors library strategic planning and oversight
- Abides by Missouri statutes, school board policies and regulations

Other Job Functions

- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations
- Supports district/school decisions in a positive manner with the public and staff
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress and appropriate professional manner for the workplace
- Reads, analyzes, and interprets professional journals, state data, state standards, board policy, administrative procedures and forms, and governmental regulations and guidance
- Maintains strict confidentiality
- Adheres to good safety practices
- Adheres to all district rules, regulations and policies
- All other duties as required or assigned
- Ability to work to implement the vision and mission of the district

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: strong visionary and supportive leadership skills; strong team building and management skills; operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information; compose a variety of documents and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information.

Physical Demands

An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten or printed materials. The individual must be able to travel between district facilities. Other travel may be required.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active.