POSITION TITLE: Director of Secondary Education

FLSA: Exempt

REPORTS TO: Assistant Superintendent for Academic Services

QUALIFICATIONS:

- Doctorate preferred, minimum requirements of Master’s degree +30 graduate credit hours with in-depth preparation in school leadership, district leadership, and 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
- Missouri Administrator Certificate (or ability to obtain) with proven experience as a building leader and/or district leader in curriculum, instruction and assessment
- 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

ESSENTIAL FUNCTIONS:

- Communicates with a variety of clienteles, including district personnel regarding Park Hill goals, mission, vision, and strategy
- Attends and leads various meetings, including evenings and weekends
- Works collaboratively with all building lead principals (grades 6-12)
- Works with teachers and principals to direct, coordinate and facilitate instructional improvement initiatives
- Collaborates with the Assistant Superintendent for Academic Services in the creation and accomplishment of academic goals and related MSIP Standards
- Visits schools and classrooms as needed to fulfill job responsibilities and evaluates learning climate
- Plans and implements appropriate budgets
- Oversees the district’s summer school program, grades 6-12
Oversees articulation and partnership with higher education institutions
Directs the planning and implementation of professional development opportunities for secondary instructional staff
Establishes and executes process for review, update, and revision of district secondary curriculum
Facilitates the acquisition of resources and development of instructional models to ensure the effective deployment of district curriculum
Supervises and monitors secondary programs such as A+ Schools, AVID, and secondary teacher induction
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 the Assistant Superintendent for Academic Services