

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **Director of Secondary Education**

### **Purpose of the Job**

Provides leadership to and supervision of secondary principals, administrators and staff in the development, improvement and implementation of a standards-based educational program for assigned secondary and/or elementary schools, and district programs. Provides daily administrative support to principals and schools. Provide district leadership in curriculum design, implementation, instruction and other areas as assigned by the Superintendent.

### **Essential Job Functions**

- Provides leadership to principals and administrators using assessment data, standards based instructional practices and building goals in developing and implementing an education program to improve student learning.
- Works with administrators and staff to create and implement school improvement plans including instructional change and support strategies.
- Mentors, supervises and evaluates principals and program administrators/supervisors and assigned staff.
- Assists at the District and building level in the formulation of the philosophy, goals and objectives of the District, and interprets District policy for the schools.
- Responds to the public, patrons, and staff on a wide variety of teaching and learning matters, investigates and resolves complaints, and serves as liaison between school buildings and the Superintendent.
- Serves on the Superintendent's Cabinet and a variety of committees and community groups, attends certain school events, and represents the District to the community.
- Plans, coordinates and implements District programs as assigned by the Superintendent.
- Administer the district's secondary student attendance process.
- Build positive school, community, business relations and partnerships to reinforce support services for students and their learning.
- Attend school board meetings, prepare board reports and facilitate district advisory committees and task forces.
- Prepare and submit those state and federal reports and applications as required by law.
- Develop and recommend administrative procedures for Board policies.
- Assist district administrators in forming issues, interests, and concerns for collective bargaining with unions and employee groups.
- Actively participate, as a district representative, in collective bargaining with various unions and employee groups.
- Performs other similar, related duties as assigned by the Superintendent and/or Assistant Superintendent.

The following job functions will be performed in coordination with other district administrators responsible for district teaching and learning:

- Utilize the results of student assessment and program evaluation to support instructional strategies and implementation of standards.
- Collaborate with other school districts and the Olympic ESD 114 on regional cooperative projects.

- Organize ongoing grant, school performance, and student learning improvement projects.
- Assist in creating school environments conducive to teaching and learning.
- Prepare assessment data for inclusion in strategic long-range planning for the district.
- Communicate with parents and public about the academic programs of the school district and assist in the development of positive school/community relations and partnerships.
- Administer policies, rules and regulations established by the State of Washington, State Board of Education, local Board of Directors and North Kitsap School District Administration.

Specific leadership will be provided in the following areas:

Learning Assessment & Program Evaluation

- Provide administrators and teachers with assessment data analysis for use in improving instructional programs, teaching practices and student learning improvement plans with Director of Technology & Assessment.
- Develop and implement instructional program evaluations.
- Assist in the management and implementation of the district's student learning assessment program.**

Staff Development

- Assist in developing and implementing staff training for effective curriculum implementation and assessment in coordination Assistant Superintendent of Teaching and Learning.
- Assist in the coordination of the district designated professional development activities in coordination with Director of Teaching and Learning.

Coordination/Supervision

- Coordinate Director of Teaching & Learning) Academic Standards and Intervention Implementation.
- ESD Coordination: Staff Development; Curriculum; Instructional Materials.
- District Harassment, Intimidation and Bullying (HIB) Compliance Officer.**
- Oversight and coordination of student discipline policy, practice and implementation, K-12.

**Qualifications:**

**Education & Experience:**

- Master's degree in educational administration or related appropriate field.
- Valid Washington State Administrator certificate.
- Successful experience as a school and/or district administrator.
- Successful classroom teaching experience, secondary level or related experience.
- Successful experience in Instructional Frameworks utilization, standards based learning and professional development, K-12 preferred.
- Demonstrated skills in organization, management, planning and evaluation of educational services;
- Demonstrated skills in team building and collaborative problem solving. Experience in collective bargaining preferred.

**Knowledge Skills & Abilities:**

- Providing leadership in the planning and implementation of educational programs in a standards-based system.
- Providing leadership for the development and implementation of district-wide instructional improvement goals and effective strategies for continuous school improvement.
- Current principles and practices of standards-based curriculum, instruction and assessment as well as Federal and State requirements.

- Providing leadership and positively motivating others in the change process.
- Training, mentoring, supervising and evaluating administrators and assigned staff.
- Implementing laws, rules and regulations regarding public schools.
- Communicating effectively with individuals and groups both orally and in writing.
- Communicating and implementing policies, procedures, decisions and rationale to constituent groups.
- Working effectively and collaboratively with people of diverse backgrounds and needs including students, staff, parents and community.
- Effectively coordinating multiple, competing demands and needs.
- Group processes, problem solving and conflict resolution.
- Strong skills in using student assessment data to drive strategies in teaching and learning.
- Ability to support standards based instruction at the secondary level.
- Demonstrate a deep understanding of Instructional Frameworks and their application to TPEP and student learning.

**Licenses, Certificates & Special Requirements:**

- Valid Washington State administrative certificate. Out-of-state applicants must meet Washington State certification requirements.

**Reporting Relationship:**

Reports directly to the Superintendent, or their designee assigned as immediate supervisor.

**Wage Range:** Competitive with districts of comparable size and location.

**FLSA Status:**

Exempt

**Job #**

**Job History:**

Created: 4/10/09

Revised: 3/10/14

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*