

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION NEW

TITLE Senior Director of TK-12 Education, Secondary

QUALIFICATIONS

CREDENTIAL:	<u>Required</u>	Appropriate California Credential
EDUCATION:	<u>Required</u>	M.A. or M.S.; site or program administrative experience.
EXPERIENCE:	<u>Required</u>	Three or more years of successful experience in teaching at the secondary level; a minimum of three years of successful administrative experience, site, or program level; demonstrated experience in the development of curriculum and model instructional practices.
	<u>Desired</u>	Three or more years of experience as a principal. Experience in management of curricular and instructional programs at the secondary level.

PERSONAL
QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Educational Services, the Senior Director of TK-12 Education, Secondary, will assist in the planning, development and implementation of the District's instructional programs with a focus at the secondary level and provide leadership in the ongoing development and improvement of secondary curriculum in the district; support the accountability and assessment efforts of the District's programs; and work collaboratively with other district leaders and staff to develop processes and products that successfully support educational programs.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Educational Services, the duties and responsibilities of the Senior Director of TK-12 Education, Secondary, will be as follows:

1. Serve as a leader and primary contact in matters relating to instruction, curriculum development, and evaluation.
2. Facilitate, implement, and assist with the development of a common core state standards-based curriculum in all content areas, grades 6-12.
3. Facilitate, implement, and assist in the development of the staff professional development program, grades 6-12.

4. A strategic vision for the use of instructional technology and digital learning through grades 6-12 will be developed and implemented.
5. Chair the Curriculum Committee.
6. Facilitate, implement, and assist with all Career Technical Education programs, including our Regional Occupational Programs.
7. Coordinate Carl Perkins plan to support and improve Career Technical Education programs. Work directly with high school sites to develop the Perkins plan and application for funding; monitor all expenditures of funds; submit yearly reports required by the state.
8. Analyze, report, and interpret student performance data, including CAASPP performance tasks and other multiple measures, and make recommendations for instructional improvement.
9. Assist with the development, evaluation, and distribution of all district multiple assessments and state mandated assessments to be used at the secondary level.
10. Facilitate the development of the content of 6-12 multiple assessments to align with district scope and sequence.
11. Provide oversight to the regular modification, updating, and development of course guides, teacher guides, courses of study, and other instructional materials.
12. Assess and set goals for staff development at the secondary level, and is responsible for communicating those goals to the professional development department.
13. Coordinate the District and school development and implementation of intervention systems and procedures to improve the attendance, behavior, and academic performance of district at-risk secondary (grades 6-12) students.
14. Review, provide support, and approve secondary yearly achievement, budget, safe school, and site intervention plans.
15. Coordinate the secondary guidance program and meet with the counseling staff to review pertinent issues, trends, and recent legislation and requirements.
16. Provide guidelines, processes, procedures, coordination and leadership of the secondary co-curricular activities program.
17. Oversee the District's summer school program.
18. Manage the process of textbook selection and adoption as well as textbook allocation for the secondary level.
19. Meet regularly with the Assistant Superintendent to discuss important issues that might directly affect the District.
20. Assist secondary sites with master scheduling, planning, and design.
21. Coordinate follow-up studies of district graduates.

22. Keep informed of current research and legislation in the area of secondary curriculum, and ensure that all secondary administrators are presented with related, relevant information in a timely manner.
23. Regularly conduct classroom observations and instructional rounds at secondary schools to ensure effective communication, support, and educational program efficacy.
24. Interpret the secondary curriculum, its philosophy, goals, and objectives to the Board of Education, administration, staff, and general public.
25. Recommend teacher attendance at conferences and meetings planned for secondary program development and professional growth.
26. Provide district liaison services with the county office of education and other agencies on matters pertaining to secondary education.
27. Prepare an annual division report summarizing the evaluation of secondary instruction in the District, progress made to date, and future areas of focus.
28. Provide support and oversight to site administrators in the development of the Safe School Plan and Injury and Illness Prevention Plan (IIPP).
29. Develop, submit, and monitor budgets for the operation of assigned programs and services.
30. Coordinate and evaluate the District's program of educational guidance services.
31. Prepare and coordinate Board of Education agenda items relating to the director's areas of responsibilities, and submitting items in a timely and appropriate manner to the Assistant Superintendent of Educational Services for final review.
32. Attend Board of Education regular meetings.
33. Supervise and evaluate assigned certificated and classified personnel.
34. Effectively manage secondary level (grades 6-12) informal and formal parent complaints.
35. Ensure a comprehensive program for the secondary Gifted and Talented Education Students.
36. Provide support to principals and counselors in identifying and placing students appropriately in intervention programs.
37. Maintain and support the external and internal image of the District, its divisions, and its schools.
38. Represent the District in community affairs and activities.
39. Attend, facilitate, and regularly present at secondary principals' meetings.
40. Serve as the District liaison for RIMS AVID program.
41. Supervise and evaluate classified personnel as assigned by the Assistant Superintendent of Educational Services.

- 42. Provide support and oversight to site administrators in the development of the Single Plan for Student Achievement (SPSA).
- 43. Support articulation among and between district instructional levels and with post-secondary institutions.
- 44. Provide support and oversight to site administrators in the development of school budgets.
- 45. Ensure that secondary schools are adhering to Education Code, new state mandates, and Board policy.
- 46. Ensure that all sites meet the state and local compliance requirement regarding daily, weekly, and yearly instructional minutes.
- 47. Perform other duties as assigned by the supervisor.

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