

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director of Secondary Education

CLASSIFICATION: LMA

REPORTS TO: Assistant Superintendent, ~~Educational Services~~ or Deputy Superintendent

BASIC FUNCTION:

The Director of Secondary Education plans and administers the secondary instructional and curricular programs in accordance with the District Strategic Plan, Board ~~p~~Policies, and state and federal guidelines.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Provides leadership in the formulation of ~~D~~District instructional programs, instructional plans, and policies and procedures for all secondary schools.
- Coaches secondary school administrators and school staff on school reform and instructional improvement.
- Develops and implements professional development training programs for staff members.
- Oversees progress of each secondary school on state and federal accountability programs, ~~D~~District goals, and WASC accreditation for high schools.
- Oversees the development and implementation of the Single Plans for Student Achievement with secondary principals on an annual basis and holds site administrators accountable for achieving measurable goals.
- Supervises the instructional delivery systems to ensure that secondary curriculum standards and the ~~D~~District adopted curriculum are being effectively taught.
- Oversees the development and maintenance of a culture of success and learning at every school site, including unrepresented students.
- Develops, implements, and monitors a continuum of support services and academic interventions for secondary students to ensure the success of every student.
- Provides leadership for the writing and revision of curriculum materials, benchmark, formative, and summative assessments, and pacing guides/curriculum maps.

- Promotes vertical and horizontal curricular alignment and articulation with elementary and post-secondary education programs.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, establish community/business partnerships, resolve issues and conflicts and exchange information; and receive and respond to parent/guardians issues and/or concerns.
- Participates in budget development activities and monitor assigned budgets.
- Interprets the secondary education program to parents/guardians, citizens, committees, local press, and Board of Education.
- Reviews, analyzes, and interprets the systemic continuous assessment and monitoring of student academic progress.
- Supervises the observation and evaluation of effective learning and classroom instruction.
- Ensures safe and orderly school campuses.
- Prepares reports as needed by the District and the State.
- Works closely with the Superintendent's Cabinet, directors, coordinators, and administrators.
- Provides leadership and assistance to the certificated staff to establish and implement measurable objectives for the secondary education program.
- Participates and provides leadership in curriculum development and coordination for all secondary special projects.
- Assists in the selection, supervision, and evaluation of certificated and classified personnel.
- Keeps informed of current educational methods, research, and practices.
- Performs other job related duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

KNOWLEDGE of applicable educational laws, codes, regulations, policies, and procedures; and principles and practices of effective training, supervision, and evaluation; state and District curriculum standards and programs.

ABILITY to organize and facilitate committees and professional development activities; communicate effectively orally and in writing; establish and maintain effective working relationships with others; operate a computer and assigned office equipment; train, supervise, and evaluate assigned staff; meet timelines and work independently with little direction; analyze situations accurately and adopt an effective course of action; and operate a motor vehicle.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Minimum five years teaching and increasingly responsible administrative experience with a record of leadership in an education setting.

EDUCATION: Master’s Degree preferred. Valid California Administrative Services credential is desirable.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- 12 month position – 220 work days
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with the agreement between the Livermore Management Association and Livermore Valley Joint Unified School District

SALARY RANGE: Leadership Team Salary Schedule

FLSA STATUS: Exempt

Work Environment: The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job performed in a generally clean and healthy environment.

Completion by Human Resources:

Board Approval Date: April 20, 2021 <u>Pending Board Approval on September 3, 2024</u>
() New Job Description/Reason: () Reclassification () Organization Needs
() Revised Job Description
() Revised Salary Placement:
Change Effective date: April 20, 2021 <u>September 3, 2024</u>