

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director of Secondary Education

CLASSIFICATION: LMA

REPORTS TO: Assistant Superintendent 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 Policies, and state and federal guidelines.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Provide leadership in the formulation of district instructional programs, instructional plans, and policies and procedures for all secondary schools.
- Coach secondary school administrators and school staff on school reform and instructional improvement.
- Develop and implement professional development training programs for staff members.
- Oversee progress of each secondary school on state and federal accountability programs, district goals, and WASC accreditation for high schools.
- Oversee 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.
- Supervise the instructional delivery systems to ensure that secondary curriculum standards and the district adopted curriculum are being effectively taught.
- Oversee the development and maintenance of a culture of success and learning at every school site, including unrepresented students.
- Develop, implement, and monitor a continuum of support services and academic interventions for secondary students to ensure the success of every student.
- Provide leadership for the writing and revision of curriculum materials, benchmark, formative, and summative assessments, and pacing guides/curriculum maps.

- Promote vertical and horizontal curricular alignment and articulation with elementary and post-secondary education programs.
- Communicate 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.
- Participate in budget development activities and monitor assigned budgets.
- Interpret the secondary education program to parents/guardians, citizens, committees, local press, and Board of Education.
- Review, analyze, and interpret the systemic continuous assessment and monitoring of student academic progress.
- Supervise the observation and evaluation of effective learning and classroom instruction.
- Ensure safe and orderly school campuses.
- Prepare reports as needed by the District and the State.
- Work-closely with the Superintendent’s Cabinet, directors, coordinators, and administrators.
- Provide leadership and assistance to the certificated staff to establish and implement measurable objectives for the secondary education program.
- Participate and provide leadership in curriculum development and coordination for all secondary special projects.
- Assist in the selection, supervision, and evaluation of certificated and classified personnel.
- Keep informed of current educational methods, research, and practices.
- Perform-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: Pending Board Approval on September 3, 2024
() New Job Description/Reason: () Reclassification () Organization Needs
() Revised Job Description
() Revised Salary Placement:
Change Effective date: September 3, 2024