

JOB DESCRIPTION

Position:

Director of Secondary Education

Qualifications:

1. Educational Specialist's Degree (preferred) or Master's Degree in Education
2. State of Indiana Superintendent license (preferred) or principal license
3. Administrative experience
4. Strong background in curriculum, instruction and assessment
5. Such other characteristics which would be expected to accomplish the responsibilities of this position, including but not limited to:
 - Excellent communication skills
 - Demonstrated writing ability and technology skills
 - Demonstrated leadership

Position Goal:

To enhance the level of student achievement and opportunity for each student to find success in school by:

- (1) providing leadership, facilitation, and support for instructional personnel in the implementation of the Corporation instructional delivery system;
- (2) providing leadership and direction in the development of an instructional delivery system (essential curriculum instructional delivery, assessment) with clarity and focus regarding what students are to know and be able to do as a result of school experience.

Supervises

Teacher Specialists/Content Coordinators

Youth Outreach

Alternative to Suspension Program

Supervised and evaluated by:

Assistant Superintendent for Curriculum and Instruction

Performance Responsibilities:

1. Assists in the development of the district's instructional programs at the secondary level and provides leadership in the ongoing development and improvement of secondary curriculum.
2. Coordinates and supervises student instruction and programming to assure rigor, relevance, and excellence that meets the needs of P-16 students.
3. Maintains an awareness of Department of Education activities and a positive working relationship with persons in curriculum and instruction.
4. Coordinates the activities of instructional staff specialists.
5. Directs the writing and implementation of a P-16 comprehensive school curriculum for all students including general education, high ability education, exception learners, and English as a New Language.
6. Assists principals and teachers in selecting materials and equipment to improve their curriculum and instruction.

7. Assists the Assistant Superintendent for Curriculum and Instruction in his/her duties related to the cyclical textbook adoption process.
8. Consults with classroom teachers and administrators to support the successful implementation of curriculum, instruction, and programming.
9. Facilitates the work of all curriculum committees.
10. Coordinates and oversees the collection, management, analysis, dissemination, and use of assessment data throughout the School Corporation.
11. Facilitates the development of common assessments around common curriculum.
12. Provides guidance and training to district staff in appropriately using available data on student achievement.
13. Integrates the use of technology in the delivery of staff development.
14. Assists in the development, delivery and organization of the content related to Human Understanding of Diversity.
15. Coordinates professional development activities with the Assistant Superintendent for Curriculum and Instruction to support teachers and other professional staff.
16. Facilitates professional learning discussions focused on the integration of curriculum, instruction, assessment, and teacher evaluation.
17. Coordinates, develops, and writes applications for instruction-related federal, state, and local grants and prepares necessary reports for grants that are awarded.
18. Manages and facilitates grant-funding opportunities related to staff development initiatives.
19. Serves as coordination administrator for the Leadership Opportunities Through Services (LOTS) program.
20. Supervises Youth Outreach and ATS (Alternative to Suspension) programs.
21. Assists the Director of Elementary Education with the district implementation of Positive Behaviors Support applications.
22. Assists personnel involved in planning summer school classes as needed.
23. Maintains regular communication with appropriate personnel at Indiana University with regard to IU faculty and student participation in research, early experience programs student teaching, and other needs as they are identified.
24. Works with appropriate others to coordinate research activities within and across the district.
25. Serves as a liaison between the MCCSC and the community by speaking to parent and community organizations or concerned individuals regarding the instructional program. Works to maintain good public relations by preparing information for the newspaper and other publications and hosting on-site visitations to programs in the MCCSC. Disseminates information upon request and directs focus groups pertaining to curriculum instruction, and programs.

26. Serves on local, state, or regional committees which are designed to improve curriculum and instruction P-16.
27. Maintains an active membership in professional organization relating to curriculum and instruction and keeps knowledgeable of published materials in curriculum and instruction through research, workshops, meetings, and written communication.
28. Serves as Expulsion Appeals Hearing Officer at the Superintendent level.
29. Performs other duties as may be assigned by the Assistant Superintendent of Schools.

Work year/compensation

The work year and compensation shall be established in the administrators' salary schedule for the Monroe County Community School Corporation