



Executive Dir Sec Education

Purpose Statement

The job of Executive Dir Sec Education is done for the purpose/s of overseeing the planning, development, organization, management, direction, and implementation of all aspects of secondary school programs of the District, including (but not limited to) instruction/pedagogy, supervision of principals, categorical programs, graduation rates, student achievement, and other related work as required/assigned; overseeing district athletic programs and categorical programs as applicable; supervising secondary principals and others; coordinating with the Executive Director of Elementary Education and the Executive Director of Teaching and Learning; attending the weekly District Council meeting and all Board meetings unless otherwise notified.

This job reports to Superintendent

Essential Functions

- Administers a wide variety of complex federal, state, and local compliance and labor codes/regulations for the purpose of ensuring compliance with all regulatory requirements.
- Assists secondary schools in the creation, maintenance, and monitoring of School Improvement Plans, including alignment with the District Improvement Plan for the purpose of prioritizing efforts and programs for continual improvement.
- Attends all Board study sessions and business meetings, and executive sessions as needed for the purpose of providing support, information and input as needed.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- Develops staffing and compensation models in consultation with District Business Administrator for the purpose of meeting district staffing requirements while complying with regulatory requirements.
- Directly supervises and evaluates all secondary school principals for the purpose of monitoring individual effectiveness and providing feedback for improvement.
- Ensures that each school is making efforts, implementing programs and showing positive results with regard to academic achievement for the purpose of increasing graduation rates, decreasing dropout rates and increasing overall student achievement evidenced through data.
- Exercises proactive leadership for the purpose of promoting the vision and mission of the District.
- Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- Negotiates contracts and agreements (e.g. bargaining groups, employee interest groups, etc.) for the purpose of achieving outcomes consistent with the District's long and short-range goals.
- Oversees the hiring process of secondary principals for the purpose of attracting and retaining high quality leaders.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. labor relations, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Presents information on a wide variety of topics for the purpose of conveying information, gaining feedback and/or making recommendations regarding District services.
- Provides guidance and input to secondary principals regarding the performance and evaluation of assistant principals, athletic directors, etc. for the purpose of maintaining effective school level leadership as well as expectations for improvement.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the Human Resource needs of the district.
- Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
- Supports the Superintendent, School Board, and other administrators for the purpose of developing and implementing services and programs and achieving operational goals.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; pertinent codes, policies, regulations and/or laws; principles and processes involved in business and organizational planning , coordination, and execution; and group behavior dynamics.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency: At least three years in educational administration or job related experience.

Required Testing

As required by the Utah State Board of Education

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Continuing Education Requirements
Required to work some evenings and weekends.

Certificates and Licenses

Administrators Credential
Teaching Credential

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Lane 1