SCOPE OF RESPONSIBILITIES

Purpose Statement:
The purpose of the position of the Executive Director for Secondary School Improvement is to plan, direct, manage, and oversee the activities and operations related to secondary school’s improvement, including of curriculum, instruction, and staff development for nine content areas as they relate to the academy framework; to coordinate assigned activities with other district divisions, Curriculum & Instruction (C & I) departments, schools, and outside agencies; and to provide highly responsible and complex administrative support to the Associate Superintendent of C & I Services.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Important and essential functions include, but are not limited to, the following:

- Assume management responsibility for Department and academy learning activities including the planning, development, and implementation of an essential curriculum for grades 6-12. Some components include assessment content and performance standards, and graduation descriptions.
- Collaborate directly with the Executive Director of Elementary School Improvement to support the successful delivery of an essential curriculum for grades K-12. Delivery will include assisting with learning tool selection and piloting; and organize the operation of those tools and resources in the entire district.
- Conceptualize and develop system components including content and methods of delivery that are research-based and best-practice. Advocate for interdisciplinary, project-based and alternative means and methods of content delivery that reflect the rigor demanded by the community and are relevant to the needs of students.
- Work with specific schools in need of improvement as outlined in Board Policy 6220 - School Improvement, Performance, and Accountability.
- Collaborate directly with the HR Development Office to provide professional and staff development in appropriate areas, i.e. content and instructional delivery.
- Collaborate directly with the HR Development Office to plan and implement professional and staff development for learning resources selected.
- Manage the development and implementation of Department goals, objectives, and priorities for each assigned service area established within district policy and in consultation with the Associate Superintendent of C & I Services using appropriate services, staffing levels, and allocated resources accordingly.
- Through the use of student 6-12 achievement data, continuously monitor and evaluate the efficiency and effectiveness of content and delivery methods/procedures; identify opportunities for improvement; and facilitate the implementation of changes for the purpose of secondary improvement.
ESSENTIAL FUNCTIONS AND RESPONSIBILITIES continued

- Represent the Department to other district divisions, other C & I departments, schools, elected officials, and outside agencies; explain and interpret Department programs and activities; and assist the Associate Superintendent of C & I with addressing significant and controversial issues.

- Provide assistance to the Associate Superintendents and the Superintendent; prepare and present reports and other necessary correspondence.

- Select, train, motivate, and evaluate Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.

- Collaborate with auxiliary services including other departments within the division.

Other functions:

- Perform other related duties as assigned by the Associate Superintendent of C & I for the purpose of ensuring the efficient and effective functioning of the work unit.

MINIMUM QUALIFICATIONS

Skills:

- Skills are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

Knowledge:

- Knowledge of operational characteristics, services, and activities of a comprehensive education content and delivery department; organization and management practices as applied to the analysis and evaluation of education programs, policies, and operational needs; modern and complex principles and practices of education program development and administration; current trends, research, and developments in the areas of student learning, student needs, and instructional responses; principles and practices of content development and instructional teaching strategies; basic principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation; principles, strategies, and practices of working in a collaborative environment; and understanding of complex policies and regulations is required.

- Specific knowledge required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; exercise physiology; organizational behavior and behavioral changes; and ergonomics.

Ability to:

- Ability is required to provide administrative and professional leadership for the Department of Teaching and Learning; develop, implement, and administer goals, objectives, and procedures for providing effective and efficient content and delivery programs, services, and activities; plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility; select, supervise, train, and evaluate staff; work cooperatively and collaborate with other district departments and divisions; identify
MINIMUM QUALIFICATIONS continued

Ability to (continued):

- and respond to issues, concerns, and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new content and delivery methods, procedures, and techniques; prepare and administer complex budgets, and allocate limited resources in a cost-effective manner; prepare clear and concise administrative and educational reports; and communicate clearly and concisely, both orally and in writing.

Responsibility:

- Responsibilities include: working under guidelines to achieve Department of Teaching and Learning objectives; leading, guiding, and/or managing others; directing the use of budgeted funds within the Department of Teaching and Learning; and collaborating with others to problem solve and to deliver services.
- Utilization of resources from other work units is often required to perform the job’s functions within the Curriculum & Instruction Division.

SUPERVISORY RESPONSIBILITIES

- Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EDUCATION and/or EXPERIENCE

- Master’s Degree in Curriculum & Instruction and/or Education Administration
- Formal training in Supervision
- Desire teaching experience at the secondary level and five years of responsible school administrative experience, preferably at secondary levels, and experience at aligning curriculum using various methods
- Experience developing curriculum and programming related to a career academy framework

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; and significant fine finger dexterity.
- Generally the job requires 50% sitting, 45% walking, and 5% standing.
- This job is performed in a generally clean and healthy environment.
CERTIFICATES, LICENSES, AND CLEARANCES

- Possession of appropriate Wyoming certification credentials, including Wyoming administrative certification
- Criminal Justice Fingerprint/Background clearance
- Valid driver’s license with evidence of insurability

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print):____________________________________________________

Employee Signature: _____________________________     Date: ________________________