

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: EXECUTIVE DIRECTOR – SECONDARY EDUCATION

JOB GOAL: Under the direction of the Assistant Superintendent of Educational Services, the Secondary Executive Director is responsible for overseeing all aspects of the District's secondary instructional program (grades 6-Adult School), including, but not limited to: Equitable practices, local control and accountability planning/reporting, districtwide initiatives, professional development, curriculum development and implementation, state and federal assessments, curricular programs (e.g. Career Technical Education, and prevention/intervention/acceleration opportunities for students), teacher support, school staffing recommendations and school site complaints. The Secondary Executive Director may oversee other Educational Services departments.

QUALIFICATIONS

Knowledge of:

1. Equitable practices, local control and accountability planning, California State funding and accountability measures.
2. Planning, organization and direction of instructional programs and other related District programs
3. Applicable laws, codes, regulations, policies, operations and procedures
4. Curriculum, standards, and assessments
5. Effective evaluation practices, including CTSP's
6. Normal school routines and practices
7. Professional Learning Communities
8. Program Improvement mandates
9. Current instructional theory and practice
10. Current successful personnel management and educational leadership strategies
11. Effective human resource development practices
12. Budget development, maintenance and monitoring
13. Effective leadership and supervision practices
14. Effective oral and written communication skills

Ability to:

1. Plan, organize and direct instructional programs and other related District programs
2. Coordinate course development and course outlines
3. Demonstrate effective supervision and evaluative skills
4. Demonstrate effective communication and interpersonal skills
5. Demonstrate strong scheduling and organizational skills
6. Diffuse difficult situations
7. Apply and explain rules, regulations, standards, policies and procedures
8. Establish and maintain cooperative and effective working relationships with employees and persons contacted through the course of work
9. Meet demanding timelines and schedules
10. Assist with the development, implementation, and interpretation of the District's Local Control and Accountability Plan, School Plan for Student Achievement and secondary instructional program.
11. Oversee staff efforts to accomplish Board of Trustees goals and assignments
12. Plan, implement and monitor a variety of large scale projects

Ability to (continued)

13. Prepare comprehensive narrative and statistical reports
14. Analyze situations accurately and adopt an effective course of action
15. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
16. Learn and follow the operations, procedures, policies, and requirements of this position
17. Establish and maintain effective work relationships with those contacted in the performance of required duties

Training and Experience

1. Valid California Administrative Services Credential
2. Teaching Credential
3. Master's Degree
4. Minimum three years successful teaching experience
5. Successful secondary principal experience.

ESSENTIAL FUNCTIONS

1. Assist with the development and implementation of curricular programs, budget, and accountability measures pertaining to the secondary and alternative instructional programing
2. Oversee staff efforts to accomplish Board of Trustees goals and assignments
3. Promote respect, trust, team building, open communication, mutual support, cooperation, and sharing of resources in the pursuit of District goals
4. Conduct information and training meetings with staff, parents, and students related to the District's secondary instructional program and goals
5. Coordinate inter and intra-department activities to facilitate the efficient implementation of instruction and student/staff service related programs
6. Facilitate communication and articulation of secondary curriculum among schools and secondary grade levels district-wide
7. Provide for the evaluation of instructional programs and assigned staff district-wide
8. Supervise and evaluate secondary school principals, and/or other Educational Services staff, as assigned
9. Coach site principals in providing feedback, supervision, evaluation, and support of all site certificated and classified employees.
10. Communicate with Human Resources appropriately as it relates to the intervention, assistance, support and disciplinary action related to school site certificated and classified employees
11. Coach secondary site principals in the development of master schedules and staffing plans for both certificated and classified service groups, including adjunct employees such as athletic, band, and performance coaches
12. Communicate with Human Resources appropriately as it relates to the development of master schedules and staffing plans for both certificated and classified service groups, including adjunct employees such as athletic, band, and performance coaches
13. Expedite the preparation of instructional reports and information provided for the staff, public, and Board of Trustees
14. Work with secondary principal's and teacher's committees in organizing and coordinating grade level and departmental meetings to ensure continuity and articulation of the instructional program throughout the District

ESSENTIAL FUNCTIONS (continued):

15. Support secondary principals in the development and implementation of site instructional goals that meet state and federal accountability targets
16. Oversee the development and implementation of secondary curriculum, District benchmark assessments, content standards, courses of study, brochures, catalogues, parent handbooks, manuals and materials prepared by and/or to be distributed among the instructional staff
17. Oversee a variety of federal and state grants as well as Alternative Education and Adult Education monitoring and compliance
18. Coordinate the District secondary textbook and instructional materials adoption and purchasing process
19. Remain current regarding developments and trends in secondary curriculum and instruction, assessments and grading practices
20. Assist in the development and coordination of budgets
21. Supervise instructional coaches in their respective curricular areas
22. Conduct complaint investigations.
23. Coordinate a variety of District programs, including the development of schedules and supervision of staff, as appropriate
24. Oversee District secondary academic competitions and other related student performances and events
25. Assist in planning and implementing professional development for instructional staff
26. Evaluate the appropriateness, quality, and effectiveness of the secondary curriculum, instruction, assessments and professional development program
27. Oversee new teacher professional development
28. Collaborate with district staff to provide appropriate instructional services for English Learners, Exceptional Needs and varied student groups of focus.
29. Oversee State and Federal Assessments
30. Assist District and site staff in implementing the Local Control and Accountability Plan and School Plan for Student Achievement
31. Participate in instructional reviews and regular school visitations for observation and evaluation of the District secondary instructional program
32. Collaborate with other District departments as appropriate
33. Participate in District in-service training as required
34. Serve as part of the District's management team dedicated to the social, emotional and educational development of all students
35. Support and implement the District's Strategic Plan
36. Promote equity and fairness and respect among all staff members
37. Possess and utilize effective decision-making, problem solving, and conflict management skills
38. Implement and maintain multiple projects and deadlines
39. Take initiative in identifying and systematically solving challenges/issues
40. Perform other tasks and assume other responsibilities as assigned by the Superintendent/Designee and/or the Assistant Superintendent of Educational Services

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels).

PHYSICAL ABILITIES (continued)

4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to thirty (30) pounds occasionally.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard with speed and accuracy in a safe and effective manner.

REPORTS TO: Assistant Superintendent of Educational Support Services

SUPERVISES: School site principals and other staff as assigned.

TERMS OF EMPLOYMENT: 240-day work year
27 Vacation Days
Certificated Management, Senior Cabinet-level

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The evaluation will be completed by the Assistant Superintendent of Educational Services.

Approved Board of Education Board
Revised: March 8, 2018

Date: June 27, 2013

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER and
A TOBACCO-FREE, DRUG-FREE WORKPLACE**