

## Job Description

**Job Title:** Executive Director, Secondary School Leadership

**Supervisor:** Chief Academic Officer

**Job Classification:** Exempt

**Pay Grade:** 52

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for planning, administering, and directing all the division's secondary education programs, to include middle schools, high schools, and alternative schools. Position formulates and interprets policies and procedures; ensures compliance with state and federal regulations; administers a budget; and supervises departmental personnel.

### **Essential Duties**

1. Plans, administers, and directs the division's secondary education programs to include magnet, specialty programs, middle schools, high schools and alternative schools.
2. Formulates proposals for the development and revision of policies pertaining to secondary education programs.
3. Establishes and monitors procedures for the secondary education instructional program to include the setting of grading standards and examination procedures.
4. Ensures compliance with state/federal regulations and other accreditation agencies governing secondary education programs and services.
5. Interprets secondary education programs to the School Board, staff, and the public.
6. Assists school principals with planning and implementing effective instructional programs.
7. Conferences with parents/guardians of students and resolves concerns.
8. Serves as a facilitator of various instructional/special study meetings of school administrators and secondary supervisors.
9. Reviews and monitors school improvement plans.
10. Evaluates secondary education programs to ensure that objectives for student education are met.
11. Prepares and administers the secondary education budget, prepares grant applications, and solicits funds to provide financial support for programs as needed.
12. Assists the human resources department in determining staff allocations and with interviewing and recommending qualified candidates for secondary education professional staff positions.
13. Supervises, evaluates, and directs the work of secondary education departmental personnel to include middle school and high school principals.
14. Supervises the development of continual professional development for secondary education leadership.
15. Prepares or directs the preparation of reports as required by federal, state, and local regulatory agencies.
16. Facilitates interagency planning between the school division and external service providers.
17. Coordinates and supervises the middle and high school summer programs.
18. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in secondary education.
2. Performs any other related duties as assigned by the Chief Academic Officer, Chief of Staff or Superintendent.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree and be eligible for a Virginia License in administration and supervision. Must possess extensive experience in the field of public education to include classroom experience and supervisory/administrative experience. Must have at least 4 years of experience as a secondary principal. Must possess budget planning experience. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of public education programs. Must possess a demonstrated knowledge of state/federal regulations and accreditation requirements governing public education programs. Must possess the ability to plan, organize, and direct a comprehensive secondary education program. Must possess excellent leadership, supervisory, interpersonal, and communication skills. Must possess the ability to establish and maintain effective working relationships with parents/guardians, the community, and administrative staff.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Middle School and High Schools Principals, and Assigned Staff

**Supervision Received:** Chief Academic Officer

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Academic Officer or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date