TITLE: Executive Director of High School Education

DEPARTMENT: High School Education

REPORTS TO: Superintendent

POSITION SUMMARY: Under the direction of the Superintendent, the Executive Director of High School Education supervises three comprehensive high schools and the alternative high school. Oversee all programs at the high school level including, co-curricular activities, athletics, and academic programs. Oversee continuous improvement of all schools with particular emphasis on student achievement. Ensure linkage with K-8 education programs.

ESSENTIAL FUNCTIONS:

• Supervise and evaluate the principals at the high school level. Create and promote opportunities for principal professional growth in the district.
• Establish and maintain strong, working relationships with building administrators and staff. Provide dynamic leadership and support for secondary principals as they work toward making positive changes for continuous improvement within their buildings.
• Supervise the monitoring of the foreign exchange student programs in the high schools.
• Supervise the District On-line Learning Coordinator, oversee On-Line Learning Department.
• Supervise the coordination for the district’s summer school program and district credit retrieval programs.
• Oversee all high school co-curricular activities, athletic, and academic programs.
• Oversee the high school Activities and Athletic Directors.
• Supervise the interpretation and enforcement of WIAA rules and regulations.
• Coordinate the Intradistrict High School Council and assist in the implementation of their activities.
• Supervise the implementation of High School Graduation Requirements.
• Monitor the implementation of district curriculum, teaching strategies, and assessments to improve student learning. Supervise the coordination of curriculum among the schools.
• Support the implementation of the Continuous Improvement Plan at each school.
• Assist the principals with student and parent issues, including complaints, discipline, and legal matters.
• Support secondary administrative interns by providing mentoring and opportunities to participate in administrative meetings at the district level.
• Oversee program budgets and facilitate budget requests as they relate to this office.
• Serve as a liaison between site councils and the district office, and serve as a district representative to the high school site councils.
• Represent the issues, interests, and concerns of high schools at the Superintendent’s Cabinet.
• Review and revise the school district policy as it relates to high school.
• Develop and implement 9th grade tech requirement.
• Supervise the Director of Career Education and Counseling.
• Maintain current knowledge of rules, regulations, legislation, technology, and procedures governing school district support organizations
• Use technology for analysis, recordkeeping, communication, presentations, trainings, and workshops.
• Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
• Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Master’s degree or Doctorate, with emphasis in educational leadership, from an accredited college or university.
EXPERIENCE: Minimum of five (5) years successful secondary level teaching experience in public schools. Minimum of five (5) years successful experience as a secondary principal. Prior experience coaching and training adult learners necessary. Further, the individual will possess the:
   Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
   Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
   Ability to research, analyze, and interpret data, rules and regulations, codes, statutes, and laws to effectuate change and improvement for learning.
   Ability to utilize software and technology for recordkeeping, presentations and trainings, and fluent communication.
   Skills in leading professional development and knowledge of adult learning needs; and
   Ability to exercise independent decision making abilities, organize and manage multiple time sensitive tasks, and facilitate resolution of difficult and/or delicate parent, staff and community issues.

CERTIFICATES AND LICENSES: Valid Washington State administrative certificate and teaching or ESA certificate. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification.

REQUIRED TESTING: None specified

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

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Name (sign)                              Name (print)                          Date