

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

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.
- Oversee 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.

