

**TITLE:** Executive Director of Middle Schools

**DEPARTMENT:** Middle School Education

**REPORTS TO:** Superintendent

**POSITION SUMMARY:** Under the direction of the Superintendent, the Executive Director of Middle School Education assumes responsibility and provides leadership and direction for the continued development, ongoing implementation and evaluation of the middle school staff and educational programs, both academic and extracurricular, and assigned District programs with a focus on meeting the District Ends and providing an optimal learning experience for students. This position requires knowledge of Governing Policies and District Regulations and procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

**ESSENTIAL FUNCTIONS:**

- Serve on the Superintendent's Cabinet, providing overall leadership of, assessment of, and direction to the Middle School and assigned District programs for effective District decision-making.
- Conduct performance evaluations of certificated and classified staff, as assigned, including development of plans of improvement or recommendations of disciplinary action or termination.
- Coordinates, facilitates, and conducts professional development and regular meetings for the middle level principals and other District staff as assigned
- Assist the Executive Director of Human Resources in identifying staffing requirements of middle school education programs for certificated and classified staff based on student enrollment; recruit and recommend the selection and assignment of staff as appropriate.
- Support principals with student and parent issues, including discipline, harassment, intimidation, and bullying (HIB), and work with the Executive Director of Compliance and Legal Affairs on legal matters concerning middle schools.
- Mentor and provide support for middle level administrators and administrative interns as appropriate.
- Monitor implementation of district middle level curriculum, recommended teaching strategies, and required assessments to improve student achievement. In conjunction with Teaching and Learning Services supervise the coordination of curriculum among the schools.
- Provide dynamic leadership and support for middle school principals and District programs as assigned as they implement their School Improvement Plan, appropriate educational assessments, support student learning, and complete performance evaluations.
- Assist the Chief Financial Officer with the development of budget and financial needs, plans, and strategies as they relate to Middle School and assigned District programs.
- Supervise and support the secondary summer school administrator and program.
- Plan for and implement smooth transition programs for students moving from elementary schools and exiting to high schools.
- Approve field trips and gifts to middle school instructional programs in accordance with District Regulations.
- Establish and maintain strong working and collaborative relationships with District staff.
- Facilitate effective communication, problem solving, and decision-making with staff, students, parents, and community members.
- Serve as liaison between the Issaquah Schools Foundation, school PTSA's, ad-hoc committees, community members and organizations, and the District Office.
- Supervise the development of facility, academic and co-curricular programs at new facilities, including appropriate District departments and staff.
- Communicate with and serve as a resource for the community regarding the middle level programs.
- Participate as a member of negotiating teams as assigned.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Superintendent and other stakeholders as appropriate.

- Develops plan for and implements data collection and analysis for implementation of Middle School learning opportunities and District Ends.
- Compiles data from a variety of sources in accordance with District, state, and federal guidelines and regulations in order to create appropriate communications, reports, memoranda, resolutions, agreements, letters, and other written material for appropriate staff and stakeholders.
- Maintains complex and confidential electronic and physical files and records in accordance with the appropriate records retention timelines.
- Continue professional growth of leadership and method and technique improvements
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Use technology for 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. 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)

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Date