

**DAVIS JOINT UNIFIED SCHOOL DISTRICT**  
***JOB DESCRIPTION***

Position Title: Director of Secondary Education and School Leadership

Salary Range: \$96,281-\$117,032 (224 Days)

Strategic Function

At the direction of the Associate Superintendent of Instructional Services, the Director of Secondary Education and School Leadership will implement, assess, and monitor the district's curriculum programs and professional growth activities to comply with federal, state and district standards; provide instructional leadership for district staff; oversee the activities and operations of assigned programs; and coordinate and monitor federal, state and district created assessments.

Essential Functions

- Provides leadership for establishing and maintaining academic excellence for all students and high standards of performance for staff members in a nurturing environment.
- Assists in the planning, organization, and management of the District.
- Implements, supports and monitors pedagogical practices that lead to increased student learning.
- Works collaboratively with certificated staff to carry out the Strategic Plan and Local Control Accountability Plan goals related to secondary education programs.
- Facilitates and participates in meetings, committees, workshops, seminars, etc. (e.g. presentations, personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Gives direction to the development of a unified program of instruction, grades 7-12, which shall include (a) course of study, (b) instructional materials, textbooks and library materials, and (c) instructional technology, and the selection of those textbooks and instructional materials that are necessary to meet the educational needs of the students.
- Leads the development and implementation of a grade 7 to post-secondary grade articulation plan which includes specific program description, training, and assessment based upon the goals and priorities of the District.
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assist in the recruitment of vice principals and principals for secondary assignments.
- Coordinates 7-12 plans and programs with TK-6 goals.
- Works cooperatively with all district departments and site principals to align professional growth activities with district priorities.
- Clearly communicates expected student outcomes to internal and external school stakeholders.
- Communicates with other administrators, district personnel, state and federal agencies, outside organizations and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Assists/coaches staff(s) in developing and implementing student performance standards to be evaluated through multiple assessments which reflect the latest research-based practices.
- In cooperation with appropriate District personnel, initiates a continuous evaluation program for all types of instructional materials.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, processes grant applications, reports, inventories and other documents.
- Prepares and presents a wide variety of written materials in both manual and electronic formats (e.g. presentations, reports, assessment results, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Attends conferences, reads journals and papers, takes courses and workshops to remain current concerning trends related to assigned curriculum segment. Shares current research and best practices concerning testing, standards, staff development and differentiation.
- Supports site administrators in the implementation of an inquiry-based, meaning-centered curriculum for all students.
- Develops a culture of trust and responsibility among students, teachers, staff, administrators, and the DJUSD community.
- Promotes high morale and a professional working relationship among the staff members.
- Other duties as assigned.

#### Demonstrated Knowledge Of:

- Contemporary educational practices and research
- Effective staff development programs and procedures
- Pre-kindergarten through adult education curriculum and instruction
- Successful practices in the writing of grants
- Student centered instruction and the California Standards for the Teaching Profession.
- Components of effective instructional and assessment processes and practices.
- California Common Core Standards
- Effective assessment practices
- Modern office equipment, procedures, personal computer, and job-related software programs.
- Basic research techniques and questionnaire design.
- Principles of supervision and management.
- Appropriate safety precautions and procedures.
- Professional growth models
- Effective public relations, interpersonal skills using tact, patience, diplomacy, and courtesy.
- Involvement in workshops and legal consortiums related to Instructional Services, such as ACSA Curriculum Institute and Regional Curricular Leadership groups.

#### Demonstrated Ability To:

- Communicate effectively orally and in written form
- Establish and maintain effective working relationships with others
- Plan, organize, and direct the work of others, to prepare clearly written policies and procedures, to assist in curricular budget preparation, to evaluate personnel, to prepare reports, and to evaluate programs
- Self-reflect in order to improve personal practice, as well as to lead a parallel reflective process with staff.
- Facilitate difficult meetings effectively.
- Provide high quality professional development trainings to adults.
- Analyze problems, develop sound problem solving models, and propose logical solutions to problems.
- Engage in collaborative leadership and team-building, distributes leadership among administrators, teachers, staff, parents, students & community members.
- Build partnerships and community support.
- Self-motivate and ability to complete tasks as assigned and required of the position.
- Engage as an integral part of the District Administrative Team.
- Gather and analyze data using accepted statistical methods.
- Write policies and regulations clearly and concisely.
- Research, evaluate data, and prepare comprehensive, concise reports, and recommendations.
- Read, interpret, and administer complex laws, and technical and general rules and regulations.
- Develop and present staff development programs.
- Supervise, train, and evaluate personnel.

- Chair meetings, lead discussions, and elicit individual and group cooperation.
- Provide indirect supervision or staff assistance for a complex organization.
- Establish and maintain effective relationships with those contacted in the course of work.

#### Education Required

Must hold a valid California administrative services credential and a Master's Degree.

#### Experience Required

Three years of site level or equivalent instructional leadership administrative experience required. Three years of successful classroom teaching experience required.

#### Working Conditions

##### *Sample Environment:*

Indoor office environment and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works evenings and weekends.

##### *Sample Physical Abilities:*

While performing the duties of this job, the employee is regularly required speak and hear in order to exchange information and make presentations; able to sit and work at a desk, conference table, or in meetings of various configurations. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus in order to read a variety of printed matter and computer screens.

Board Approved: 5/1/2014