



Job Title: Director – High School Education

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 3

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide leadership, support, and resources to define the vision and goals of Curriculum and Instruction aligned with the mission and goals of the District with special emphasis on highest student achievement. This position ensures that policies, procedures, and initiatives of the Superintendent and School Board are implemented appropriately by supporting high school administrators in all aspects of high school education; acting as a resource to school administration; and providing support and consistency in serving students and parents.

ESSENTIAL JOB FUNCTIONS

- Reviews materials and participates in activities designed to develop expertise in the implementation of prescribed curricular experiences for students.
- Monitors the process of student performance to determine the strengths of the various programs.
- Supervises the development, implementation, and evaluation of innovative curriculum and instructional programs and staff.
- Assists school personnel in initiating and implementing new programs.
- Assists in school improvement initiatives.
- Assists in the development of student performance standards.
- Participates, as needed, in the recruitment, interviewing, selection, placement, and appraisal of school-based instructional personnel.
- Supervises the review, revision, and development of administrative guidelines and policies related to assigned education programs.
- Works with appropriate personnel in the planning, modification, and construction of school facilities.
- Serves as the curriculum contact person for assigned areas.
- Develops FTE projections in collaboration with the Finance Department for each school center.
- Reviews and revises the Pupil Progression Plan.
- Facilitates principal meetings and other called meetings of school-based administrators to coordinate on curriculum, programs, goals, allocation of resources, services, and projects.

- Visits schools and school leaders.
- Conducts classroom walkthroughs and rounding at all high schools.
- Meets, collaborates, plans, and discusses progress with directors, specialists, Executive Staff, Superintendent, and/or elected Board officials.
- Collaborates with Elementary and Middle School leadership to ensure alignment and consistency across all grades.
- Assists school-based administrators in resolving conflicts, questions, and concerns involving schedules, staff, students, parents, or programs.
- Facilitates development of the District Rights and Responsibilities Handbook.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Responds to concerns and inquiries in a timely manner.
- Keeps the Superintendent, through proper channels, informed of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Works with schools to disaggregate school data and identify strategies for continuous improvement.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Facilitates the development, implementation, and evaluation of staff development activities provided in assigned areas.
- Promotes and supports professional growth for self and others.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing the department budget and monitor its implementation.
- Provides leadership in the development and management of high school staffing plans and budgets.
- Supervises assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintain appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- Utilizes appropriate strategies and problem-solving tools in making decisions concerning planning, utilization of funds, and delivering services and evaluation of services provided.
- Assists in implementing the District's goals and strategic commitments.
- Provides leadership and direction for the assigned areas of responsibility.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Provides oversight and direction for cooperative planning with other agencies.
- Sets high standards and expectations for self and others.

- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Facilitates problem solving by individuals or groups.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution with Certification in Administration and Supervision or Educational Leadership.
- Principal Certification.
- Minimum of ten (10) years of successful experience as a school-based administrator.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires knowledge of the principalship and related responsibilities.
- Requires knowledge of trends and current research in education.
- Requires knowledge of and the ability to interpret and apply Florida statutes, Department of Education rules, School Board policies, and administrative guidelines.
- Requires knowledge of effective school concepts and principles.
- Requires the ability to supervise personnel.
- Requires the ability to plan and present information to the public.
- Requires the ability to make decisions based on relevant information.
- Requires the ability to understand the Course Code Directory and Florida statutes related to curriculum and instructional requirements.
- Requires the ability to work cooperatively with school personnel, community, and other departments and agencies.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to manage the budget within an assigned department.
- Requires the ability to responsibly manage purchasing authority up to \$10,000 without approval from a supervisor.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry.
- Requires the ability to use computers for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: