

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR, HIGH SCHOOLS

SALARY SCHEDULE: ADMINISTRATIVE – A

COST CENTER: EXECUTIVE DIRECTOR OF HIGH SCHOOLS (9004)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of five (5) years experience in school-based and/or central educational leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise personnel. Ability to organize, plans and present information to various audiences. Ability to understand the Course Code Directory and Florida Statutes related to curriculum and instruction requirements. Extensive understanding of the Pupil Progression Plan. Ability to balance several job functions at one time and work under a heavy work load. Good interpersonal and communication skills. Ability to represent the District at various state and regional functions. Possess skills in mediation and conflict resolution. Possess knowledge of extracurricular and athletic activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Assistant Superintendent for Next Generation Learning

JOB GOAL

To provide leadership, coordination and support for high school programs and activities for students throughout the District.

SUPERVISES:

High School Principals and Supervisor of Athletics

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with the planning, implementation, articulation and evaluation of the curriculum and instructional program.
- * (2) Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- * (3) Assist school personnel in initiating and implementing new programs.
- * (4) Assist in school improvement initiatives.
- * (5) Assist schools in keeping abreast of state mandates, District initiatives and opportunities for participation in grants or special programs.
- * (6) Provide assistance for the development and implementation of performance standards.
- * (7) Provide assistance for the implementation of the District's Pupil Progression Plan.
- * (8) Serve as the District contact for the Southern Association of Colleges and Schools accreditation

EXECUTIVE DIRECTOR, HIGH SCHOOLS (Continued)

- process.
- * (9) Assist school principals, as needed, in the recruitment, selection, placement and appraisal of school-based personnel.
 - * (10) Assist in the development of administrative guidelines for high school education programs.
 - * (11) Assist in the development of policies for high school education programs.
 - * (12) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts and general support for the decision-making process.
 - * (13) Work with schools and District personnel in obtaining information regarding the effectiveness of program implementation.
 - * (14) Work with appropriate personnel in the planning, modification and construction of school facilities.
 - * (15) Maintain a close working relationship with school personnel to ensure articulation of programs and services.
 - * (16) Oversee and assist with categorical and special programs and grants for middle school programs.
 - * (17) Supervise the District expulsion process, including the development of standards and procedures consistent with law, student/parent rights and school safety.
 - * (18) Coordinate extracurricular programs.
 - * (19) Organize Assistant Principal meetings.
 - * (20) Work with athletic directors to develop District procedures and to promote equity in programming for secondary school students.
 - * (21) Ensure visibility on school campuses during the school day and at extracurricular activities.
 - * (22) Direct the Summer School Program for middle school students.
 - * (23) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
 - * (24) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
 - * (25) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
 - * (26) Work closely with District and school staffs to support school improvement initiatives and processes.
 - * (27) Maintain expertise in assigned areas to fulfill project goals and objectives.
 - * (28) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
 - * (29) Develop annual goals and objectives consistent with and in support of district goals and priorities.
 - * (30) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
 - * (31) Direct the development of the secondary school budgets and assure that expenditures are in accordance with budget allocations and the District's strategic plan.
 - * (32) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
 - * (33) Prepare or oversee the preparation of all required reports and maintain appropriate records.
 - * (34) Serve on District, state or community councils or committees as assigned or appropriate.
 - * (35) Represent, consistently, the District in a positive and professional manner.
 - * (36) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
 - * (37) Assist in implementing the District's goals and strategic commitments.
 - * (38) Exercise proactive leadership in promoting the vision and mission of the District.
 - * (39) Provide oversight and direction for cooperative planning with other agencies.
 - * (40) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
 - (41) Perform other incidental tasks consistent with the goals and objectives of this position.

EXECUTIVE DIRECTOR, HIGH SCHOOLS (Continued)

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities