

**Job Title:** Executive Director of Secondary Schools  
**Reports to:** Superintendent  
**Work Schedule:** 8.0 hours per day - 260 days per year (includes 28 vacation days and 12 holidays)  
**Salary:** Salary Schedule Administrator – Administrator 4

**Position Goal:**

The Executive Director of Secondary Schools provides leadership and support for secondary education and schools.

**Desired Skills:**

- Demonstrated ability to bring people and resources together around best practices
- Demonstrated ability to work well with people, maintain positive working relationships, and solve problems
- Effective oral and written communications with a variety of constituencies
- High level of integrity and a commitment to follow through
- Model listening to and partnering with students, staff, and adults from diverse ethnic and cultural backgrounds
- Knowledge of federal and state education reform issues and initiatives
- Knowledge of state rules and regulations concerning secondary education and career and technical education
- Skill and ability to systemically focus and align various programs, strategies, and resources
- Ability to make decisions and resolve complex issues in a timely manner
- Knowledge and skills in hiring, supervising, motivating, and evaluating staff
- Skill in effective decision making, problem solving, and group facilitation
- Skill in time management and organization
- Skill in interpersonal relations and collaboration
- Ability to work with a diverse group of people under a variety of circumstances
- Ability to adapt to changing work priorities
- Ability to use district and community resources to meet student and program needs
- Ability to strengthen job-related competencies
- Must be able to perform the essential functions of the position with or without reasonable accommodations

**Essential Job Functions:**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Provide district leadership for secondary education and high school graduation requirements
- Oversee all middle and high schools
- Mentor, supervise, and evaluate secondary school principals and district CTE director
- Advise and assist secondary school administration in addressing community, parent, student, and staff concerns
- Advise and assist secondary school counselors and other student support personnel with student well-being
- Collaborate with other central office departments/staff to implement Washington State reform mandates relevant to secondary education
- Collaborate with community and staff to improve student learning and success
- Perform other duties similar to the above in scope and function as required
- Serve as a member of the Superintendent's District Leadership Team
- Maintain consistent attendance and conform to regular work hours specified under contract
- Comply with all district policies and procedures
- Comply with the Code of Professional Conduct
- Perform related duties as assigned

**Minimum Qualifications:**

- Master's Degree or higher in Educational Administration or related field
- Possess or be eligible for Washington State Administrator certificate
- Minimum of five (5) years of successful experience as a secondary principal
- Washington State driver's license or evidence of mobility
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

**Preferred Qualifications:**

- Three (3) years of successful central office experience preferred
- Experience and/or training with cultural, ethnic, and language diversity preferred

**Work Environment:**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee will have flexible hours and some evening meetings are required. Leadership initiative will structure job hours and environment. Work environment will include a wide variety of school, management, and community settings. Meetings will be held with many diverse constituency groups including staff, students, parents, and community members networking in the region. Environments requiring sensitivity, expertise in investigations, and skills in conflict resolution will likely occur. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges. The employee may be confined to a work area; required to have precise control of fingers and hand movements; experience constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children.

**Evaluation:**

The Executive Director shall be evaluated periodically by the Superintendent pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

**Classification History:**

Job description developed May 2015.  
Revised March 2022.