

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Director of Secondary Education

**FLSA:** Exempt

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### GENERAL SUMMARY

Under limited supervision, directs the secondary instructional programs for the District. Assist the Assistant Superintendent for Instruction in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services in order to ensure that each student is provided with the richest educational experience possible. Plans, directs and implements the middle/secondary curricula of the School District of Newberry County. Reports to the Assistant Superintendent for Instruction.

### ESSENTIAL FUNCTIONS

Directs the administration and coordination of the District's secondary instructional programs to ensure appropriate instructional experiences.

Provides staff leadership to secondary level instructional personnel to ensure the understanding and implementation of educational objectives of the District. Guides the development, implementation and evaluation of secondary level curricular and instructional services.

Works as needed with directors, secondary principals, and teachers in organizing and coordinating grade level, subject area and departmental meetings in order to affect horizontal and vertical continuity and articulation of the secondary instructional program throughout the District. Serves as a resource for District professional development programs.

Ensures the alignment of written, taught, and tested curricula for the secondary schools in the District. Assists with evaluation of new academic programs.

Effectively coordinates, with teacher input, the selection of appropriate textbooks and instructional materials which support the secondary curricula.

Demonstrates the ability to train and observe for effectiveness in teaching, for the purpose of teacher evaluation.

Communicates effectively with parents concerning the District's secondary instructional and operational programs.

Demonstrates the ability to serve as a liaison between the District and secondary schools; interprets activities and policies of the District.

Effectively directs the administration and coordination of the secondary schools' intervention and alternative programs to ensure appropriate instructional experiences.

Remains informed of educational improvements and best practices; provides consultation and advice with other District administrators as needed. Promotes the integration of technology in the area of instruction.

Provides leadership and ensures the alignment of the District's STEM initiative.

Effectively coordinates as a liaison between the District, the College Board, and the State Department of Education regarding programs such as Junior Scholar, Duke Tip, and Advanced Placement.

Coordinates summer remediation programs for middle and high schools

Is effective in the administration and coordination of the Education and Economic Development Act (EEDA).

Provides support for secondary schools and District in analysis and interpretation of State and Federal Accountability systems.

Provides instructional support for guidance counselors.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as assigned or requested.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Master's degree in Education or Education Administration or a related discipline with a minimum of five years of successful teaching experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid teaching certificate and other certifications as designated. A minimum of three years of supervisory experience.

### **Knowledge:**

Knowledgeable of all state and federal regulations and compliance requirements applicable to educational programs (including Act 135, EAA, and EEDA). Knowledge of the records, forms and reports which must be prepared and maintained. Has thorough and comprehensive knowledge of all aspects of middle/secondary curricula and instructional services. Knowledge of fiscal management practices. Knowledge of curricula development. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions.

### **Skills/Effort:**

Ability to comprehend, interpret, and apply state and federal regulations related to middle/secondary academic initiatives. Ability to operate general office equipment in the performance of daily activities. Ability to effectively apply knowledge of academic initiatives, programs and services. Ability to communicate effectively with students, parents, District staff, government agencies and all other groups involved in the activities of the job. Ability to identify effective strategies for academic initiatives. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to complete, process, and maintain all required records, reports.

### **Working Conditions:**

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

### **Responsibility:**

Responsible for budget as assigned.  
Supervisory responsibility for teachers/principals and staff as assigned.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____