

Director of Secondary Education Job Description

Qualifications

1. Minimum of a masters degree and certificate in administration or supervision.
2. Three years teaching experience.
3. Three years successful administrative experience.
4. A demonstrated ability to work effectively with people.

Immediate Supervisor: - Assistant Superintendent of Instruction

Duties and Responsibilities:

1. Provide purpose and direction for schools/county.
2. Gather, analyze, and synthesize information to reach goals.
3. Managing consensus and group behaviors.
4. Enhance quality of total school/county organization.
5. Organize and delegate to accomplish goals.
6. Communicate effectively.
7. Display leadership and support in the areas of responsibility.
8. Establish and implement an improvement process for all areas of responsibility.
9. Establish good public and employee relations in all areas of responsibility.
10. Maintain professional work habits.
11. Maintain and upgrade professional skills.
12. Evaluate personnel under his/her supervision.
13. Provide general supervision to middle and high school principals, teachers, and other personnel.
14. Visit middle and high school classrooms on a regular basis to observe instruction and work with teachers to improve instruction and teacher performance.
15. Supervise and coordinate all curriculum in middle and high schools.
16. Plan, coordinate, and/or present inservice for middle and high school principals and teachers in curricular areas.
17. Serve on all high school curricular committees (textbook adoption, curriculum guide preparations, etc.) and/or local and state committees, as assigned, in an advisory or membership capacity.
18. Advise middle and high school principals regarding concerns relative to student placement, pupil-teacher ratio, teacher evaluations and recommendations, resource materials, testing procedures, etc.
19. Recommend and assist, where necessary, in the ordering of materials and equipment for the County Media Center for local school identified needs.
20. Coordinate the preparation of requisitions for all secondary textbooks.
21. Assist in the interviewing of applicants for middle and high school positions at the request of the personnel director.
22. Coordinate and dispense information to middle and high school teachers and

- principals concerning curriculum and instruction from local, state, and federal sources.
23. Keep abreast of innovations in the field of education through active participation in professional organizations and attendance at appropriate professional meetings.
 24. Provide leadership and direction in organizing and conducting programs of career and technical education programs.
 25. Prepare the annual Local Education Agency Plan.
 26. Prepare and submit to the appropriate agency all required vocational reports.
 27. Organize a program of adult and community education and prepare and submit all necessary reports.
 28. Organize Adult Basic Education Classes, supervise these classes, and prepare all required reports.
 29. Chair the County Technology Committee. Provide assistance and direction in the development and implementation of school and county technology plans.
 30. Serve as the county contact for the West Virginia Education Information System (WVEIS).
 31. Prepare bid requests and requisitions relating to the purchase of county provided technology equipment.
 32. Issue work and/or age permits to eligible students in compliance with applicable regulations.
 33. Provide leadership and direction for the development and implementation of the School-to-Work initiative.
 34. Chair the County Alternative School Placement Committee and perform the administrative duties as the administrator for the Alternative School.
 35. Coordinate the administration of the automated emergency calling system.
 36. Coordinate the personnel identification card program.
 37. Coordinate the keyless entry program.
 39. Perform other job-related duties as assigned by the assistant superintendent for instruction.

Jackson County Board of Education

Adopted: June 11, 1981

Revised: June, 2010