

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Director of Secondary Education**

### **QUALIFICATIONS:**

1. Principal or School Administrator Certification
2. Successful experience in secondary teaching and administration
3. Strong leadership and communications skills
4. Strong knowledge of best practices in curriculum and instruction, program evaluation, evidence of classroom effectiveness, budget management, and data analysis

**REPORTS TO:** Superintendent

### **RESPONSIBILITIES:**

1. Assist in the recruiting, hiring, training, and evaluation of secondary instructional staff
2. Assist in the implementation of strategic change initiatives through facilitation of dialogue and consensus building
3. Oversee and/or assist with the selection and use of assessment instruments
4. In conjunction with other administrators, ensure K - 12 articulation of curriculum and academic expectations
5. Engage in program-related outreach to partners in the community, in business, and in higher education, with the goal of facilitating students' successful transition into post-secondary institutions and careers
6. Maintain a positive relationship with professional, civic, volunteer, and other community agencies and groups having an interest in the schools
7. Identify priorities for program improvement based on the analysis of data and performance indicators
8. Provide leadership in the development of programs to ensure that every student is prepared for successful entry into college or career
9. Provide leadership in the development of effective, research-based instructional programs and services

Board Approved: August 20, 2018

10. Promote, facilitate, and monitor the effective and systemic improvement of secondary education in the district
11. Revise procedures and documents as required by changes in state, federal, or district mandates
12. Oversee and/or assist with the preparation of drafts of board policies pertaining to secondary curriculum and instruction
13. Assist secondary principals in the development of their budgets
14. Assist in the coordination of professional development of secondary education teachers
15. Other duties as may be assigned by the Board of Education and the superintendent