

ORANGE UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR, SECONDARY EDUCATION

DEFINITION:

Under the general direction of the Assistant Superintendent of Educational Services, serve as the senior administrative officer for secondary school programs including staff supervision, curriculum, and instruction and the overall operation of the secondary school instructional program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and evaluate all secondary principals and selected District level employees.
- Work with principals and District staff to analyze and evaluate the secondary instructional program, including, but not limited to, the review of test scores and development and implementation of short and long term goals both for the District and for individual schools and programs.
- Design and implement a staff development program for all secondary administrators and teachers.
- Plan and lead regular principals' meetings with agendas that include items of philosophy, instructional methods and worthy developments in education as well as matters of an operational nature.
- Supervise curriculum development and implementation and textbook adoption processes in cooperation with curriculum coordinators, principals, teaching staff and community.
- Assess and supervise the Regional Occupation Program (ROP) and Continuation School to assure that an optimum educational program is offered.
- Manage C.I.F. relations, including handling District correspondence, and assisting principals with disputes or adverse C.I.F. decisions, and attending league meetings, as needed.
- Supervise the organization and administration of the District's Summer School Program, recommend the curriculum for approval of the Superintendent and the Board, supervise the edit of the course brochure, approve hours of instruction, and resolve operational problems.
- Attend Regional Occupational Program Board meetings as needed and provide liaison between ROP and offices and schools for the District. Inform the Superintendent of actions taken at ROP meetings and apprise the schools of courses offered in the program.
- Assess the Vocational Education program for areas of improvement including conferences with administrators and teaching personnel to ensure that the best possible program is being offered within the facilities and equipment available.
- Work through principals to articulate career information at the middle and high schools to extend Career Education and take action to assure availability of career information at the middle and high schools.
- Monitor work experience programs including examining programs at schools and observe classes as a means toward improvement of the instructional program.
- Coordinate data processing services with secondary schools to provide services for attendance records, grade reporting, scheduling and testing.
- Conduct personnel interviews for school site administrative positions; assist in the selection of candidates for recommendation to the Assistant Superintendent, Superintendent, and the Board of Education.
- Approve secondary field trips including submitting a monthly report to the Superintendent or designee for inclusion in the Board of Education agenda and prepare Board agenda items for areas of responsibility for recommendation to the Superintendent.

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- Work closely with the high schools to monitor the limited open forum and the development of curriculum and non-curriculum related clubs.
- Monitor the middle school and high school remediation programs in conjunction with the State Testing Programs.
- Serve as the liaison for the charter boards of education.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

All aspects of secondary education at the principal level, specific knowledge of curriculum planning and development, business, student activities, student discipline, and working successfully with parent groups.

Ability to:

Plan, organize and direct all aspects of a secondary schools; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; keep current regarding preliminary teacher preparation programs including induction program, professional development, and knowledge about state-adopted academic content standards and performance levels for standards; establish and maintain effective working relationships.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above, including teaching and administrative duties at the secondary level.

Education:

A bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but are generally less than twenty pounds.

Licenses:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.