DISTRICT SCHOOL BOARD OF PASCO COUNTY
Job Description

EXECUTIVE DIRECTOR FOR SECONDARY SCHOOLS

<table>
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<tr>
<th>Salary Schedule: ADM 11</th>
<th>Number of Work Days as Contracted – 12 months</th>
<th>FLSA Status - Exempt</th>
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<td>Daily Work Hours: 7.5</td>
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**JOB GOAL:** To provide leadership and oversight for the secondary schools

**REQUIRED QUALIFICATIONS:**
1. Master’s degree from an accredited institution
2. Valid Florida Educator’s Certificate in Educational Leadership, School Principal, or Professional School Principal
3. Experience as a public school principal
4. Experience in the leadership of curriculum and instruction

**KNOWLEDGE, SKILLS, AND ABILITIES:**
1. Knowledge of the teaching/learning process in the school setting
2. Knowledge of local, state, and national policies which impact secondary school education
3. Ability to supervise implementation of a sound budgeting process
4. Ability to communicate effectively with a variety of audiences in both oral and written form
5. Ability to facilitate groups to consensus
6. Knowledge of state-of-the-art research and best practices in areas of responsibility
7. Knowledge of statutory and regulatory requirements in areas of responsibility
8. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement
9. Ability to understand and interpret School Board policy, including the Pupil Progression Plan
10. Ability to represent the District at state and regional functions

**REPORTS TO:** Assistant Superintendent for Secondary Schools

**SUPERVISES:** Secondary School Principals
Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**
**Communication**
1. Conduct on-site visits to schools
2. Maintain a close working relationship with school-based and District-level administrators to ensure information exchange, coordination of efforts, and support for the decision-making process

3. Use a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and exchange of ideas

4. Use E-mail effectively

5. Interact with businesses, community groups, District, and school personnel formally and informally, in person, by telephone, and in writing

6. Address and make presentations to District administrators, school and District personnel, and community groups using appropriate media and graphics

**Critical Thinking**

1. Assist in the development of policies and administrative procedures

2. Assist in organizational analysis and development

3. Assist in the development of the Pupil Progression Plan

4. Assist schools in using data, including assessment and evaluation data, as a basis for school improvement planning

5. Assist principals with staffing patterns, operations, student management, community relations, program operations, organizational patterns, and space utilization

6. Assist in the preparation for collective bargaining negotiations

**Proactive Orientation**

1. Assist in anticipating problems and design processes and procedures to address them

2. Empower others to make decisions and carry out responsibilities

3. Seek sources and develop proposals for additional resources

**Facilitation**

1. Assist in the supervision and appraisal of the performance of the assigned school principals and other personnel

2. Assist in facilitating solutions to secondary school concerns

3. Assist in the involvement of principals in systematic and team approaches to school leadership and management

4. Assist in the involvement of principals in problem identification and problem solving related to commonly identified concerns related to school

5. Assist in the coordination of activities among feeder patterns to ensure articulation

6. Use appropriate interpersonal styles and methods to guide Individuals and groups toward task accomplishment

7. Assist in providing leadership for a collaborative team to ensure that curriculum and instructional initiatives are student focused and aligned with the District’s mission and beliefs and school goals and Improvement plans

**Continuous Improvement**

1. Set high standards of performance for self and others

2. Keep well informed about current trends in secondary school education

3. Promote and support professional development for self and others

4. Assist in providing leadership in providing professional development opportunities for secondary school administrators

5. Provide modeling and coaching for employees
6. Attend celebrations and events at schools and about schools
7. Assist in identifying discrepancies between goals and current status in order to stimulate achievement
8. Provide support for school’s continuous improvement objectives and strategies
9. Encourage others to try new and innovative approaches

**Technical/Professional Knowledge**
1. Assist in directing and coordinating the development of the secondary school instructional and non-instructional allocation formulas
2. Assist in directing and coordinating the secondary school Code of Student Conduct and manage student discipline concerns
3. Assist with the development of educational specifications and school design
4. Assist with the recruitment, selection, placement, and appraisal of secondary school administrators
5. Assist in interpreting programs, policies, and District goals, objectives and philosophy to staff, students, and community
6. Assist in the development of the District budget
7. Assist in supervising assigned personnel, conducting annual performance appraisals, and making recommendations for appropriate employment actions
8. Use technology effectively

**Constancy of Purpose**
1. Assist in development of District goals and plans
2. Represent schools at District-level functions as needed
3. Work closely with the Superintendent’s staff to ensure support for schools in the context of the District’s vision and mission
4. Maintain good public relations with parents, business, and community groups to provide information and receive feedback
5. Assist the Superintendent in District-wide planning to link the curriculum and instructional program and the use of financial and human resources to the District’s goals and objectives
6. Exercise proactive leadership in promoting the vision and mission of the District
7. Exhibit confidence and commitment to the vision and mission of the District
8. Serve on the Superintendent’s Leadership Team
9. Serve as a district representative at emergency shelters as determined by the Superintendent
10. Perform other incidental tasks consistent with the goals and objectives of this position

**Managerial**
1. Assist in coordinating secondary school program reviews
2. Assist in providing leadership in curriculum and instruction and oversight of secondary schools
3. Assist in reviewing secondary school improvement plans and monitor their evaluation
4. Assist in coordinating secondary school parent concerns
5. Assist in preparing and overseeing the preparation of all required reports
6. Assist with the recruitment, selection, and placement of instructional and administrative personnel
7. Assist in coordinating the transfer of students
Decisiveness

1. Assist in providing for the design of professional development assistance plans for assigned personnel as necessary and appropriate
2. Assist in assigning special tasks in a timely manner and communicate to assigned personnel
3. Respond quickly to emergency situations
4. Assist in responding to employee discipline concerns with swift, thorough, and appropriate investigation and recommendations
5. Assist in serving as an arbitrator on appeals of school-based decisions
6. Make decisions in a timely manner with appropriate involvement by others so that actions may be taken and commitments made

Other

1. Perform other duties as assigned