

## **DIRECTOR OF SECONDARY EDUCATION DUTIES**

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district. Administrators serve under the direction of the superintendent. Duties of the director of secondary education may include, but are not limited to the following:

1. Keep abreast of changes in Iowa Core and the current evidence-based instructional strategies to be used in delivering the curriculum.
2. Observe and coordinate 7-12 curriculum, instruction and assessment for the purpose of ensuring the effectiveness of the program and providing quality differentiated services to obtain high levels of learning for all students
3. Plan, organize and conduct professional development with building administration and teacher leadership for the purpose of ensuring high levels of student achievement and post-secondary to career readiness.
4. Provide leadership and support to 7-12 teachers by observing, encouraging and providing feedback as they plan and implement instructional practices from professional development.
5. Provide leadership, support and professional development to 7-12 building administrators as they implement the shared vision of the district.
6. Provide leadership, support and professional development to 7-12 building administrators as they create and sustain a culture of learning.
7. Collaborate and plan with the Director of Elementary Education to ensure a coherent PK-12 educational programming system.
8. Coordinate and analyze assessment data to ensure instructional practices and programming are strongly aligned with the expectations of the state and overall needs of the district.
9. Coordinate the disaggregation and analysis of assessment data to promote individualization and/or group instruction based on those results
10. Recommend the adoption and use of varied instructional materials, including textbooks, technology-based programs and other resources for the purpose of providing an optimal learning environment and meeting the individual needs of all 7-12 students.
11. In collaboration with the Superintendent, the Director of Secondary Education will evaluate the junior high and high school principals.
12. In collaboration with the junior high and high school principals, the Director of Secondary Education will provide feedback on the evaluations of the junior high dean of students and high school assistant principals.
13. Support the administrators / coordinators of the 7-12 Teacher Leadership System, 7-12 Extended Learning Program, 7-12 English Second Language and 7-12 Special Education programs
14. Partner with TLS Coordinator to provide leadership and support to PreK-6 teachers by observing, coaching, encouraging and providing feedback as they plan and implement lessons

15. Attend school board meetings and determine the curricular presentations or updates to advance the knowledge of the school board members and community
16. Be an active member in School Administrators of Iowa (SAI), Iowa Association for Supervision and Curriculum Development (IA ASCD) and other organizations to ensure incorporation of quality educational practices that align with the district vision.
17. Become involved in community organizations that share the mission of supporting education or the development of youth.
18. Promote the success of all students by acting with integrity, fairness and in an ethical manner.
19. Conduct other duties as assigned by the Superintendent or his/her designee.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.