

Kalamazoo Public Schools Is Seeking Applicants for Director of Secondary Education 2021 – 2022 School Year 12 months, Full-time

OUR MISSION

Nurture the dreams of all students and empower all students to contribute to a better world.

SCOPE OF RESPONSIBILITIES

Provides leadership and support for the effective operation and ongoing improvement of secondary (Grades 6-12) education in KPS that results in high levels of academic achievement and enables all qualifying students to benefit from The Kalamazoo Promise.

PERFORMANCE RESPONSIBILITIES

1. Supervises and evaluates secondary building Principals.
2. Facilitates and coordinates efforts for secondary school reform, including grant-funded programs, in collaboration with Instruction & Student Services staff.
3. Provides secondary school leadership in the areas of student scheduling, staff scheduling, budgeting, and athletics.
4. Develops and presents an annual program plan and budget for secondary instruction.
5. Coordinates meetings and facilitates professional development for secondary counselors.
6. Serve as the District's Athletic Director.
7. Oversees Business and Career Development programming, which includes working with the building staff on planning and implementing career pathways and college success events.
8. Assists Student Services in identifying, coordinating, and transitioning students to services as needed.
9. Manages the implementation and evaluation processes of secondary programs including alternative, adult, and community education programs.
10. Works cooperatively with other staff to positively resolve issues of mutual concern.
11. Develops positive relationships and initiates activities to maximize effective planning, programming, and cooperation among schools, district staff, the community at large, and institutions of higher education.
12. Participates in the recruiting, staff selection, training and evaluation of secondary education staff.
13. Leads the mentor program for secondary schools.
14. Provides support for and collaborates with The Kalamazoo Promise.
15. Be visible in the community and attend after-hours school and community events.
16. Performs other duties as assigned by the Assistant Superintendent of Instruction & Student Services.

MINIMUM QUALIFICATIONS

1. Master's degree with courses in educational administration or educational leadership.
2. Five years of successful performance as a secondary and/or post-secondary education administrator.
3. Demonstrated experience in leadership, which involved some areas of reform.
4. Evidence of management skills (which include success in critical thinking, problem-solving, excellence in communications), particularly with students and parents, and an overall ability to lead.
5. Evidence of successful experience in planning and directing programming, including budget development.
6. Must meet or be willing to meet the State school administrator's certification or continuing education requirements.
7. Knowledge of evaluation and school testing.
8. Experience with diversity.
9. Must possess strong communication skills, both written and oral.

DESIRABLE QUALIFICATIONS

1. Knowledge of effective models of secondary school reform.
2. Successful experience in a multi-cultural urban school district.
3. Teaching experience, especially in an urban public school setting.
4. Experienced in working extensively with post-secondary institutions, employer partners, and other parties who support college and career success for students.

Interested applicants should apply online and attach their application to this posting.

Internal candidates should submit a letter of interest and current resume to:

**Human Resources Department
Attn: Sheila Dorsey-Smith
Assistant Superintendent of Human Resources
1220 Howard Street
Kalamazoo, Michigan 49008**

(269) 337-0178 FAX (269) 337-0185

Initial screening will take place Friday, July 30, 2021.

The position will remain posted until filled.

Visit our website <http://www.kpsjobs.com>

Kalamazoo Public Schools is an Equal Opportunity Employer.