



Director of Secondary Education

Job Description

Reports to: Superintendent

Supervises: Secondary Level Building Principals

Evaluated by: Superintendent

Evaluation period: Annual

Location: Central Administration Office

Qualifications:

- State of Indiana license in Administration and Supervision or Superintendent License
- Experience as a building or district level administrator
- Background in curriculum and instruction

Purpose of the Position:

The Director of Secondary Education is responsible for assisting the Superintendent with leadership and supervision in developing, monitoring and improving educational programs and related services. Work involves supervising and managing the academic service areas for secondary education, which include but are not limited to instructional improvement, curriculum and instruction, professional development, academically gifted services, and educational support services.

Responsibilities and Duties:

- Oversees residency compliance
- Coordinates 504 Plan at secondary level
- Coordinates curriculum development for all academic programs
- Coordinates the selection of instructional materials including the textbook adoption process
- Coordinates the high ability program and student placement
- Helps facilitate MTSS Plan
- Integrates technology within the district curriculum and instructional practices
- Oversees the grant writing and state reporting as assigned
- Analyzes test data for the district and collaborates with building administrators in order to evaluate instructional programs
- Oversees District Nurses and Lead Nurse in the administration of district health services
- Manages and oversees the secondary guidance department for the purpose of delivering services, which conform to established guidelines and regulations
- Supervises and evaluates staff as assigned
- Facilitates staff professional development based on student needs
- Provides Director of Communications timely materials as needed
- Supervises and evaluates academic programs as assigned
- Performs any other duties as assigned by the Superintendent

Terms of Employment:

260 day contract

Benefits determined by the Administrative Fringe Benefits Schedule.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.