

ROCKFORD PUBLIC SCHOOL DISTRICT #205
Job Description

Job Title: Executive Director of Schools

Job Code: 7010

Department: Curriculum

Supervisor: Deputy Superintendent

Date: January 22, 2020

FLSA Status: Exempt

PURPOSE OF THE POSITION: Provides leadership and support for the effective operation and ongoing improvement of schools that result in high levels of academic achievement and college readiness for all students. This role provides direct assistance to principals in the day-to-day leadership and operations of a school.

SUPERVISORY RESPONSIBILITIES: School Principals and assigned Support Personnel

DUTIES AND RESPONSIBILITIES: *The requirements listed below are representative of the knowledge, skill, and/or ability required. In addition to the requirements listed below, regular attendance is an essential function of this position.*

1. Ensures that all actions are in concert with the Board policies as well as the mission statement, beliefs, objectives and parameters found in the Board's strategic plan.
2. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
3. Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.
4. Assists in the recruitment and hiring of school and District employees/administrators.
5. Oversees the direct supervision of principals, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
6. Assists principals and departments in identifying program needs, materials, and equipment.
7. Provides administrators with updated information and research pertinent to the operation of the schools.
8. Monitors organizational patterns and scheduling of staff at schools.
9. Visits schools including classroom visitations on a regular basis and assists in the building program at the school level.
10. Monitors the performance of students and provides a structure and environment in which learning and student achievement is the prime focus.
11. Monitors articulation of instructional programs.
12. Monitors enrollment projections for staffing and FTE estimations.
13. Serves as a liaison between parents, principals and the District wide staff to assist with the resolution of issues.
14. Prepares and oversees the preparation of all required reports and maintains appropriate records.
15. Assists in the development of district-wide goals, objectives, and procedures.
16. Provides input in the process of district budget development.

QUALIFICATIONS:

1. Master's degree from an accredited college or university
2. Illinois State Board of Education Type 75 Administrative Certificate
3. Minimum of three years of successful and progressively responsible experience in public school administration.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to demonstrate qualities aligned to our core values of Character, Communication, Collaboration and Continuous Improvement.
2. Strong organizational, administrative and supervisory skills.
3. Outstanding skills in writing, speaking and listening.
4. Understanding of and experience with diversity of cultures and race.

WORKING CONDITIONS:

Moderate in-district travel as well as intermittent in-state and out-of-state travel. Intermittent prolonged and irregular hours of work.

OTHER:

This job description describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The identified duties and responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement between the school district and employee and is subject to change by the school district as the needs of the school district and requirements of the job change.

Physical Aspects of the Position (Select all that apply)

1.	X	Climbing – Ascending or descending ladders, stairs, scaffolding ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
2.	X	Balancing – Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
3.	-	Stooping – Bending body downward and forward by bending spine at the waist.
4.	-	Kneeling – Bending legs at knee to come to a rest on knee or knees.
5.	-	Crouching – Bending the body downward and forward by bending leg and spine.
6.	-	Crawling – Moving about on hands and knees or hands and feet.
7.	X	Reaching – Extending hand(s) and arm(s) in any direction.
8.	X	Standing – Particularly for sustained periods of time.
9.	X	Walking – Moving about on foot to accomplish tasks, particularly for long distances.
10.	X	Pushing – using upper extremities to press against something with steady force order to thrust forward, downward or outward.
11.	X	Pulling – Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

12.	X	Lifting – Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and required the substantial use of upper extremities and back muscles.
13.	X	Finger use – Picking, pinching, typing or otherwise working, primarily with the fingers rather than the whole hand or arm as in handling.
14.	X	Grasping – Applying pressure to an object with the fingers or palm.
15.	X	Talking - Expressing or exchanging ideas by means of spoken word. Those activities in which you must convey detailed or spoken instructions to other workers accurately, loudly or quickly.
16.	X	Hearing – Perceiving the nature of sounds. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds such as when making fine adjustments on machinery.
17.	X	Repetitive Motions – Substantial movements (motions) of the wrist, hands, and/or fingers.

The Physical Requirements of the Position (Select one)

1.	X	Sedentary Work – Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2.	-	Light Work – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rate for Light Work.
3.	-	Medium Work – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
4.	-	Heavy Work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
5.	-	Very Heavy Work – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception and field of vision (Select all that apply)

1.	X	Machine Operations – inspection, close assembly, clerical, administration. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, or visual inspection.
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2.	-	Mechanics – Skilled tradespeople – This is a minimum standard for use with those whose work deals with machines such as power tools, lathes and drills.
3.	-	Mobile Equipment – This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high equipment.
4.	-	Other – This is a minimum standard basis on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

The Conditions the Worker will be subject to in this position (Select all that apply)

1.	X	The worker is subject to inside environment conditions.
2.	-	The worker is subject to outside environment conditions.
3.	-	The worker is subject to both environmental conditions. (Activity occurs inside and outside)
4.	-	The worker is subject to extreme heat or cold for periods of greater than one hour.
5.	-	The worker is subject to noise which would cause them to have to shout.
6.	-	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc.

Approvals:

Supervisor Name (print) _____

Supervisor Signature _____ Date _____

Human Resources _____ Date _____

Employee Name (print) _____

Employee Signature _____ Date _____