

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### DIRECTOR I – HIGH SCHOOL EDUCATION

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution with certification in Administration and Supervision.
- (2) Minimum of five (5) years successful experience as a school-based administrator.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principalship and related responsibilities. Knowledge of trends and current research in education. Knowledge of Florida statutes, Department of Education rules, School Board policies and administrative guidelines. Knowledge of effective school concepts and principles. Ability to supervise personnel. Ability to plan and present information to the public. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida statutes related to curriculum and instructional requirements. Ability to work cooperatively with school personnel, community and other departments and agencies. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

Assistant Superintendent - Curriculum and Instruction

#### JOB GOAL

To provide leadership, support and resources to define the vision and goals of Curriculum and Instruction aligned with the mission and goals of the District with special emphasis on highest student achievement.

#### SUPERVISES:

High School Principals

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences for students.
- \* (2) Monitor the process of student performance to determine the strengths of the various programs.
- \* (3) Supervise the development, implementation and evaluation of innovative curriculum and instructional programs.
- \* (4) Assist school personnel in initiating and implementing new programs.
- \* (5) Assist in school improvement initiatives.
- \* (6) Assist in the development of student performance standards.
- \* (7) Participate, as needed, in the recruitment, selection, placement and appraisal of school-based

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instructional personnel.

- \* (8) Supervise the development of administrative guidelines and policies related to assigned education programs.
- \* (9) Work with appropriate personnel in the planning, modification and construction of school facilities.
- \* (10) Serve as the curriculum contact person for assigned areas.
- \* (11) Develop FTE projections in collaboration with the Finance Department for each school center.
- \* (12) Review and revise the Pupil Progression Plan.
- \* (13) Facilitate principal meetings and other called meetings of school-based administrators.
- \* (14) Assist school-based administrators in resolving conflicts involving schedules, staff, students, parents or programs.
- \* (15) Facilitate development of the Student Rights & Responsibilities Handbook.

**Inter / Intra-Agency Communication and Delivery**

- \* (16) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (17) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (18) Respond to concerns and inquiries in a timely manner.
- \* (19) Keep the Superintendent, through proper channels, informed of potential problems or unusual events.
- \* (20) Disseminate information and current research to appropriate personnel.  
Professional Growth and Improvement
- \* (21) Keep well informed about current trends and best practices in areas of responsibility.
- \* (22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (23) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \* (24) Promote and support professional growth for self and others.
- \* (25) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (26) Maintain a network of peer contacts through professional organizations.
- \* (27) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

**Systemic Functions**

- \* (28) Develop or assist in developing the department budget and monitor its implementation.
- \* (29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (30) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (31) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (32) Represent, consistently, the District in a positive and professional manner.
- \* (33) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \* (34) Provide leadership and direction for the assigned areas of responsibility.
- \* (35) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- \* (36) Utilize appropriate strategies and problem-solving tools in making decisions concerning planning, utilization of funds and delivering services and evaluation of services provided.
- \* (37) Assist in implementing the District's goals and strategic commitments.
- \* (38) Exercise proactive leadership in promoting the vision and mission of the District.

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- \* (39) Provide oversight and direction for cooperative planning with other agencies.
- \* (40) Set high standards and expectations for self and others.
- \* (41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (42) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (43) Facilitate problem solving by individuals or groups.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District’s approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 3**

**Date of Board Approval: August 21, 2001**

**Date of Revision: April 19, 2005**