

JOB DESCRIPTION

TITLE EXECUTIVE DIRECTOR OF SECONDARY PROGRAMS

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree with an emphasis in curriculum and instruction or related field. At least three years of teaching experience, with leadership experience at the building or district level; broad instructional design knowledge; familiarity with a variety of applications of technology. Ability to plan and facilitate a group to achieve desired outcomes. Ability to develop and provide leadership in processes for curriculum and staff development. Ability to train teachers in instructional strategies, use of technology, real-world applications, and hands-on approaches to teaching.
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to make effective and persuasive speeches and presentations of controversial or complex topics to top management, public groups, and/or school board members.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
Certificate/License	Eligible for Florida Certification
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The employee is required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts

and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quite.

REPORTS TO Chief Instructional Officer

GENERAL RESPONSIBILITIES

1. Provides leadership and support in the development and implementation of curriculum.
2. Supports the Chief Instructional Officer.

SPECIFIC RESPONSIBILITIES

1. Provides leadership in the assigned levels of curriculum and instruction.
2. Facilitates the articulation among the curriculum administrators and supports their efforts.
3. Collaborates in the delivery of staff development.
4. Identifies and disseminates relevant research to help guide instructional decisions.
5. Works collaboratively within the Learning Support Services and with other staff to provide coordinated program support to schools.
6. Designs, implements, and evaluates instructional program development and helps identify appropriate instructional strategies and materials.
7. Supports the identification and implementation of assessment practices, which will inform instruction and provide close alignment with school improvement, standards, and district expectations.
8. Provides input for school-based and district-based budgetary decision-making.
9. Serves as a member of committees as assigned.
10. Serves as a school improvement liaison.
11. Monitors trends and developments in regional, state, and national organizations and state and federal departments of education for local impact on public education.

12. Oversees activities of subject area coordinators.
13. Serves as liaison with colleges for implementation of Dual Enrollment and Early Admissions programs.
14. Serves as liaison with the College Board for the Advanced Placement Program.
15. Coordinates and oversees the District Laureate Program.
16. Maintains the district course master file and coordinates the process of new course adoptions.
17. Supports activities of the district established through the College Board partnership.
18. Performs other duties as assigned by the Chief Instructional Officer.