

Qualifications:

Masters Degree

Supervises: Instructional and Support Personnel

Nature of Work

The Director to Secondary Education, provides leadership in the development, implementation and evaluation of a specific area for the benefit of the system's total educational program. The Director is part of the local leadership team and works under the general supervision of the superintendent or designee. The director maintains a cooperative relationship with the principals, other school personnel, other related service agencies and parents. The overall responsibility of the director is to administer the Secondary Education program with local, state and federal guidelines, rules, regulations and laws.

Knowledge, Skills and Abilities:

- Working knowledge of record keeping and reporting techniques.
- Some knowledge of management principles.
- Skill in effective oral and written communication.
- Ability to motivate, influence, and shape individuals to assure continuous organization development and improvement.
- Ability to gather and analyze data.
- Ability to plan and supervise the work of others.

Essential Job Functions:

- Provides effective leadership in developing comprehensive program plans and implementing and evaluating the planned programs.
- Assists/prepares budgets, coordinates with other department or agencies to assure maximum services, and maintains records/reports/inventories in accordance with local/state/federal policies.
- Shares information about programs with various publics serves as a liaison between the school system and other agencies and assists in the development of in-service staff development.

- Accomplishes personal growth objectives and demonstrates professional ethics.
- Assists in selection and placement of personnel, delegates and supervises staff responsibilities and assists in evaluating staff.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____