

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

TITLE: **DIRECTOR, SECONDARY EDUCATION SERVICES**

REPORTS TO: Assistant Superintendent of Instruction

SUPERVISES: Principals of Middle and High Schools
Summer School Administrator

JOB GOAL: To provide leadership in the implementation of a quality instructional program for students in grades 6-12.

PERFORMANCE RESPONSIBILITIES:

1. Provide direction and assistance to principals with a focus on school achievement and district/school educational goals.
2. Assist in providing an instructional program that ensures equal access to educational opportunities for all students.
3. Improve the academic achievement of students in grades 6-12.
4. Monitor the articulation of instruction.
5. Assist with the implementation of an evaluation system for the instructional programs of the District.
6. Facilitate, coordinate and access educational services and other division resources for schools.
7. Evaluate principals with Directors' input and Assistant Superintendent's support.
8. Assist principals in staff evaluation requirements.
9. Facilitate meetings for principals, assistant principals, and Instructional Services personnel.
10. Collaborate with school to work on issues with the Academic Counselors
11. Participate in Program Quality Review and WASC.
12. Assist in the preparation for and participate in Coordinated Compliance Reviews.
13. Assist schools in developing accountability, performance, and remediation strategies.
14. Resolve site conflict situations at the appropriate level.
15. Provide information to parents and community about the elementary and secondary instructional program.
16. Encourage parent involvement in school and district activities.
17. Act as Appeal Officer for concerns and complaints at the assigned level of responsibility.
18. Provide information regarding district rules and regulations to schools and community.
19. Act upon field trip requests in accordance with district policy.
20. Allocate and monitor funds in the areas of responsibility.

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21. Approve appropriate instructional budget requisitions from schools at the assigned level of responsibility.
22. Serve on the Superintendent's Cabinet
23. Provide direction for the district's grade 6-12 educational program as a team member of the Assistant Superintendent for Instructional Services staff.
24. Represent the district secondary education at county, district, parent and school meetings.
25. Supervise Administrator of Summer School with development of Summer School plans.
26. Respond to parental and student concerns and appeals.
27. Ensure consistent implementation of district policies and procedures.
28. Participate in labor negotiations on an on-call basis.
29. Attend Board meetings.
30. Provide oversight of ILC activities for high school students
31. Perform other duties as assigned by the Assistant Superintendent of Instructional Services and/or the Superintendent or designee.

QUALIFICATIONS:

1. Appropriate California Administrative Credential.
2. Master's Degree.
3. Five years of successful teaching experience at the appropriate level(s).
4. School site administration experience at the appropriate level(s).
5. Demonstrated leadership skills and organizational skills.
6. Demonstrated written and oral communication skills.
7. Ability to relate well to all members of the educational community.
8. Physical and emotional stamina.
9. Experience in urban district with diverse student population desirable.
10. Curriculum and instructional training desirable.

TERMS OF EMPLOYMENT:

Salary Placement: Range 28 (\$102,962.56 - \$125,151.63)
Work Year: 226 days

EVALUATION: Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.

Board date: 3/22/07