

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****EXECUTIVE DIRECTOR, SECONDARY SCHOOLS**

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: 9004

QUALIFICATIONS:

- Master's Degree from an accredited educational institution.
- Certification in Educational Leadership or School Principal.
- Minimum of five (5) years experience in school-based and/or central educational leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of instructional leadership practices that support highly effective teaching and learning, resulting in student growth and achievement.
- Knowledge of operational and instructional leadership practices that support effective staff development and daily functionality of school systems and structures management.
- Knowledge of learning theory, program evaluation, curriculum development and management of instructional programs.
- Knowledge of district Student Progression Plan.
- Knowledge of the Florida Statutes related to curriculum and instruction requirements.
- Knowledge of statutory and regulatory requirements in areas of responsibility.
- Knowledge of federal, state and district educational goals and standards.
- Skilled in problem solving, mediation, and conflict resolution.
- Skilled in verbal and written communication.
- Skilled in interpersonal relationship development.
- Ability to provide leadership coaching and job-embedded learning experiences to support and develop school administrators.
- Ability to organize professional learning plans and present information to various school administration audiences.
- Ability to balance several job functions at one time and work under a heavy workload.

REPORTS TO:

Chief of Secondary Schools

JOB OBJECTIVE:

To provide instructional leadership coaching and operational management support for secondary school administrators, in support of all 6-12 students throughout the district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Supports secondary school principals in fostering a culture of academic and social excellence through School Improvement Plan implementation.

EXECUTIVE DIRECTOR, SECONDARY SCHOOLS (Continued)

- Supervises, evaluates, and recommends improvements to school principals regarding program operation, discipline, staffing, budget, and facility maintenance/operation.
- Models effective instructional and operational leadership practices for secondary school principals.
- Coaches and supports secondary school administrators (principals and assistant principals) in instructional and operational leadership.
- Collaborates with the Chief of Secondary Schools to oversee the Middle and High School Curriculum departments and manages the implementation of resources and tools for all middle and high school teachers and leaders.
- Assists the Chief of Secondary Schools with program development, curriculum oversight, and project management.
- Helps schools stay informed about state mandates, district initiatives, and grant/special program opportunities.
- Maintains close working relationships with school administrators to ensure information exchange, coordination, and support for decision-making.
- Interacts with parents, businesses, and community partners to enhance understanding of district initiatives and priorities, and to garner support.
- Informs the Chief of Secondary Schools of potential problems or unusual events.
- Conducts frequent on-site school visits, providing recommendations to principals for improvements or addressing needs in classroom instruction, school culture, and operational effectiveness.
- Analyzes graduation tracking data to identify at-risk students and recommend targeted support strategies.
- Contributes to the development and implementation of progress monitoring systems to track student achievement and identify areas for intervention.
- Supports the implementation of acceleration programs and strategies to meet the needs of all students.
- Attends training sessions, conferences, and workshops to stay current on best practices, programs, and legislative updates.
- Assists in implementing the district's Strategic Plan pillars and priorities.
- Hears appeals of principal decisions related to students, parents, and school system personnel.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task completion.
- Performs other related duties as assigned.
- All Sarasota County Schools employees have emergency response responsibilities, potentially requiring them to work irregular hours, at different locations, and perform duties outside their normal job description during an emergency. This may involve extensive assignments with little notice and challenging conditions.

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