

NEWPORT NEWS  PUBLIC SCHOOLS
Job Description

Job Title: Director of Secondary Leadership

Supervisor: Executive Director of Secondary Leadership

Job Classification: Exempt

Pay Grade: 49

Contract Length: 245 Days

Job Summary

Position is responsible for assisting in building the capacity of principals to improve the conditions of teaching and learning in secondary schools. The director will have decision making abilities to address day-to-day academic and operational school issues and will be responsible for ensuring the district's mission and goals are achieved. Collaboration with multiple departments to ensure consistency of practice and use of resources will be essential as this position works continuously to improve the skills and knowledge base of secondary school administrators. Under the supervision of the Executive Director of Secondary School Leadership, the employee performs most work independently and performance is evaluated by results.

Essential Duties

1. Coaches and supports secondary administrators in goal setting, planning, development, implementation, and monitoring of action plans that will guide school leaders in meeting their instructional leadership objectives and for their schools to meet performance targets
2. Plans and leads high quality and relevant learning experiences for secondary administrators to guide the implementation of effective instructional programs
3. Conducts regular formal and informal classroom walk-throughs aligned to student achievement and strategic goals
4. Provides feedback on successful leadership practices, such as effective management of instructional staff, use of data, and establishment of school culture
5. Collaborates with principals on building and maintaining each school's master schedule to ensure that each schedule is conducive to the best instructional practices in middle and high schools
6. Attends school-based meetings and events to foster a culture of engagement with staff, families, and community
7. Builds the instructional leadership capacity of principals with particular focus on instruction, data analysis, aligned interventions, community, and culture
8. Creates a culture of inquiry and mutual accountability among the secondary administrators
9. Visits schools on a regular basis to monitor day-to-day operations
10. Models nondiscriminatory practices in all activities

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Initiates and maintains effective liaisons to maintain a current knowledge of developments and research in the profession
2. Performs other related duties as assigned by the Executive Director, Secondary School Leadership or other appropriate administrator

Job Specifications

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, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

Must possess a Master’s degree and be eligible for a Virginia License in administration and supervision. Must possess extensive experience in the field of public education to include classroom experience and supervisory/administrative experience at the secondary level. Must possess budget planning experience. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of public education programs and services. Must possess a demonstrated knowledge of state/federal regulations and accreditation requirements governing public education program. Must possess excellent leadership, supervisory, interpersonal, and communication skills. Must possess the ability to establish and maintain effective working relationships with teachers, paraprofessionals, school administrative staff, parents, guardians, the community, and central office administrative staff. Must possess excellent leadership, management, and communication skills. Must possess experience supervising and providing performance feedback professional staff, managing budgets, and developing and interpreting student population projections and teacher allocation. Demonstrated strong computer skills in required. Must possess the ability to speak effectively before large groups and high level executives.

Working Conditions and Physical Demands

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions.

Supervision Exercised: None

Supervision Received: Executive Director, Secondary Leadership

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Secondary School Leadership will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Secondary School Leadership. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date