

# SCHOOL DISTRICT OF GADSDEN COUNTY

## JOB DESCRIPTION

### AREA DIRECTOR – SECONDARY EDUCATION

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution
- (2) Certification in Educational Leadership and School Principal, or Professional School Principal
- (3) Minimum of ten (10) years successful experience in education, including at least five (5) years in administration and three (3) years at the secondary level

#### KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Knowledge of the teaching and learning processes in a school setting
- (2) Knowledge of local, state, and national laws/policies that impact elementary and secondary education
- (3) Ability to communicate effectively with a variety of audiences in both oral and written form
- (4) Ability to facilitate groups to consensus
- (5) Knowledge of state-of-the-art research and best practices in teaching and learning and instructional leadership
- (6) Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement
- (7) Ability to understand and interpret Florida Statutes related to curriculum requirements and schools operations
- (8) Ability to understand and interpret School Board policy, including the Pupil Progression Plan and Code of Student Conduct and other plans as needed
- (9) Ability to represent the District at state, regional and national functions

#### REPORTS TO:

Superintendent

#### JOB GOAL

To provide leadership and oversight for secondary schools and programs in the District

#### SUPERVISES:

Carter-Parramore Academy  
East Gadsden High School  
Gadsden Technical Institute  
Havana Magnet School  
James A Shanks Middle School  
West Gadsden Middle School  
Assigned Support Personnel

**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.

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- 1) Assist school principals in supervising, developing and implementing the district's instructional program
- 2) Oversee the formulation of school improvement plans of all assigned schools
- 3) Monitor progress of implementation of school improvement plans and provide assistance upon request of the principal
- 4) Coordinate and assist with the adoption, development, revision, and publication of instructional program materials
- 5) Review student assignment procedures, organizational patterns and scheduling of staff and students at assigned schools
- 6) Routinely visit assigned schools, including classrooms
- 7) Coordinate AdvancED - SACS accreditation activities for assigned schools
- 8) Recommend and coordinate program of instruction for assigned schools
- 9) Manage and monitor grant budgets as assigned
- 10) Coordinate special projects as needed
- 11) Provide assistance for the implementation of the district's Pupil Progression Plan
- 12) Assist in coordination of regularly scheduled principal meetings

**Interagency Communication and Delivery**

- 13) Serve as liaison between assigned schools, the district, and the Florida Department of Education
- 14) Coordinate and collaborate with other district-level staff to ensure consistency of purpose and practice
- 15) Meet regularly with principals of assigned schools
- 16) Interact with community agencies as necessary or appropriate
- 17) Assist in maintaining appropriate coordination among the basic instructional program and various special programs
- 18) Collaborate with district charter schools as needed

**Professional Growth and Improvement**

- 19) Keep well informed about current trends in secondary education
- 20) Assist in the development, implementation, and evaluation of staff development activities
- 21) Promote and support professional development for self and others
- 22) Attend meetings and conferences which promote professional growth that will benefit the district

### **Systemic Functions**

- 23) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action
- 24) Prepare or oversee the preparation of all required reports and maintain all required records
- 25) Serve on district committees as assigned
- 26) Assist in interviewing and recommending personnel
- 27) Assist in the interpretation of policies, programs, and goals to staff and the public
- 28) Provide input for the development of the district budget
- 29) Perform other duties as assigned

### **Leadership and Strategic Orientation**

- 30) Provide leadership and direction for the planning, development, implementation, and evaluation of the district's instructional program
- 31) Assist schools in resolving problems and satisfactorily addressing complaints
- 32) Provide leadership to school administrators in matters of emerging curriculum / instructional issues
- 33) Model and maintain high standards of professional conduct
- 34) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action
- 35) Use appropriate interpersonal styles and methods to guide individuals or groups to task accomplishment
- 36) Assist in the development of administrative guidelines for schools