



Park Hill School District

Position Description

POSITION TITLE: Director of Secondary Education

FLSA: Exempt

REPORTS TO: Assistant Superintendent for Academic Services

QUALIFICATIONS:

- Doctorate preferred, minimum requirements of Master's degree +30 graduate credit hours with in-depth preparation in school leadership, district leadership, and curriculum, instruction and assessment
- Excellent interpersonal and communication skills with staff, parents and patrons
- Demonstrated excellence in written communication.
- Demonstrated success at designing and maintaining a positive, collaborative culture
- Missouri Administrator Certificate (or ability to obtain) with proven experience as a building leader and/or district leader in curriculum, instruction and assessment
- Demonstrated success at designing and leading strategic planning and continuous improvement including the establishment of data priorities to raise student achievement
- Ability to exercise sound judgment on sensitive issues

ESSENTIAL FUNCTIONS:

- Communicates with a variety of clientele, including district personnel regarding Park Hill goals, mission, vision, and strategy
- Attends and leads various meetings, including evenings and weekends
- Works collaboratively with all building lead principals (grades 6-12)
- Works with teachers and principals to direct, coordinate and facilitate instructional improvement initiatives
- Collaborates with the Assistant Superintendent for Academic Services in the creation and accomplishment of academic goals and related MSIP Standards
- Visits schools and classrooms as needed to fulfill job responsibilities and evaluates learning climate
- Plans and implements appropriate budgets
- Oversees the district's summer school program, grades 6-12

Director of Secondary Education (continued)

- Oversees articulation and partnership with higher education institutions
- Directs the planning and implementation of professional development opportunities for secondary instructional staff
- Establishes and executes process for review, update, and revision of district secondary curriculum
- Facilitates the acquisition of resources and development of instructional models to ensure the effective deployment of district curriculum
- Supervises and monitors secondary programs such as A+ Schools, AVID, and secondary teacher induction
- Identifies, writes, and coordinates grants, as appropriate, to support secondary instructional programs.
- Applies a working knowledge of federal, state and district requirements to revise secondary instructional and educational programs.
- Maintains current knowledge of effective instructional strategies and practices that support and enhance program effectiveness.
- Assumes other additional responsibilities assigned by the Assistant Superintendent for Academic Services