



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Executive Director for Secondary Instruction / Athletics (World Languages, CDM, AVID)</b>
<b>SCHOOL/DEPARTMENT</b>	Secondary Instruction and Athletics/ Curriculum and Instruction
<b>SALARY</b>	Admin VI plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Chief Academic Officer
<b>SUPERVISES</b>	Directors, Instructional Facilitators, Coordinators, Athletic Supervisor, Drivers Ed, Lead Office Support
<b>WORK WEEK SCHEDULE</b>	Monday - Friday; must be able to work late evenings and some weekends
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Executive Director for Secondary Instruction articulates the missions, goals and objectives of the Orange County Schools to the middle and high school communities. The Executive Director provides leadership to the middle and high school principals and assistant principals. In this capacity, the Executive Director performs a variety of supervisory and administrative tasks to provide the coordination of curricular and instructional programs across all organizational levels. S/he is responsible for supporting and coordinating the efforts of principals as well as central office curriculum and instructional personnel. Work involves coordinating English Language Arts 6-12, Mathematics 6-12, Science 6-12, Social Studies 6-12, World Languages, Credit by Demonstrated Mastery, AVID, Driver's Education, Athletics and School Improvement Plans. The Executive Director for Secondary Instruction is also responsible for planning and implementing staff development related to standards and assessments.

### **MINIMUM QUALIFICATIONS:**

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of the principles, practices, and procedures of school administration
- Comprehensive knowledge of school division objectives, procedures, and organization
- Comprehensive knowledge of school personnel and administrative practices, procedures and methods
- Excellent oral and written communication skills
- Ability to work with and through School Board members, administrators, teachers and all support staff
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs and to make recommendations for improvements
- Ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff and associates
- Knowledge of the County and School Board policies, procedures and standards regarding education
- Considerable knowledge of the organization and communication channels of the school system
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- General knowledge of the North Carolina Standard Course of Study
- Skill in counseling and developing staff
- Ability to assess the needs of students
- Ability to develop and implement policies, procedures and standards for services offered
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Thorough knowledge of the Advancement Via Individual Determination (AVID) program and demonstrated ability to collaborate with middle school teachers to improve college and career readiness
- Demonstrated ability to work effectively with AVID students at the high school level in order to promote student success
- Demonstrated ability to effectively manage the AVID local budget
- Comprehensive understanding of the Credit by Demonstrated Mastery (CDM) process and the assessments aligned with CDM
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## **EDUCATION, TRAINING, AND EXPERIENCE**

- Bachelor's Degree from an accredited institution in Education, curriculum development, or other related field
- Master's Degree from an accredited institution in School Administration, Education, Curriculum Development, or related field
- Six (6) to nine (9) years of experience in an administrative capacity in a public school setting
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

## **CERTIFICATION AND LICENSE REQUIREMENTS**

- Valid NC School Administrator (Principal) License – 012
- Valid NC Teacher License – related field
- Must possess a valid driver’s license issued by the NC Department of Motor Vehicles

## **PREFERRED QUALIFICATIONS:**

- Doctorate Degree from an accredited institution in Education, Curriculum Development or related field
- Valid NC School Administrator (Superintendent) License - 011

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Supervise district-wide curriculum coaches, instructional facilitators, teachers on special assignment, coordinators and administrators
2. Initiate and oversee curricular and instructional programs designed to improve instruction and student achievement in middle and high school.
3. Coordinate and integrate the 6-12 curriculum and instruction programs, including World Languages, CDM and AVID, with Directors, Instructional Facilitators, Coordinators, Supervisors, and Principals
4. Work towards developing an improved understanding of children’s educational needs on the part of teachers, administrators, parents, and the community
5. Initiate and maintain effective liaison with other school districts and with independent schools in order to keep abreast of new educational developments and idea.
6. Stay abreast of current educational developments and literature
7. Participate in the educational affairs of state and national societies
8. Assist with developing strategic plans for improving student achievement
9. Propose budgetary needs for school-wide, level-wide, and/or district-wide implementation of instructional programs
10. Maintain various records and statistics regarding student enrollment, student test scores, staff organization, etc.
11. Monitor various trends, analyze community attitudes about and involvement in schools, and create annual reports to fulfill state and local requirements
12. Direct and coordinate the work of the Directors of CTE/Arts, District Athletics Coordinator, Drivers Education Coordinator, STEM Facilitator, and 6-12 Math Facilitator.
13. Lead the process of creating and revising curriculum guides that are inclusive of pacing, scope, and sequence, instructional strategies, sample assessment items, aligned resources, and linkage to the Standard Course of Study
14. Preview, review, and evaluate instructional strategies and curricular programs to determine product or strategy selection and implementation
15. Assist in the development of school improvement plans
16. Assist principals with school-based staff development plans
17. Assist school staff with community relations and parent involvement issues
18. Coordinate with various community agencies to meet the needs of students
19. Provide information to the local media when appropriate as related to curriculum and instruction
20. Maintain open communication with all levels of the school system hierarchy
21. Serves as liaison between schools and the various departments within the Central Office
22. Maintain regular contact with other Directors to exchange ideas, share information and develop plans

23. Oversee the department of Career and Technical Education which serves all middle and high Schools
24. Oversee the World Languages, Credit by Demonstrated Mastery (CDM), AVID, Athletics, and Drivers Education programs
25. Serve as a member for the district-wide planning teams
26. Maintain various records and statistics
27. Create annual reports to fulfill state and local requirements
28. Monitors budget expenditures
29. Provide mentorship and training for new administrators
30. Respond to parental questions and complaints via telephone, conferences, and correspondence
31. Respond to principal concerns and requests
32. Co-design, organize, and facilitate K-12 Assistant Principals' Professional Learning Community Meetings
33. Serve on the SAS High Five Math Team
34. Work with Advancement Via Individual Determination (AVID) program and teachers to improve college and career readiness in the middle schools
35. Work with AVID students at the high schools in order to promote student success
36. Performs other duties as required by the Chief Academic Officer

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*