

MONROVIA UNIFIED SCHOOL DISTRICT

JOB TITLE: DIRECTOR OF SECONDARY EDUCATIONAL SERVICES

DIVISION: Administrative

REPORTS TO: Deputy Superintendent

Monrovia Unified School District serves students in a diverse city with a rich history. Many families have lived in the community for several generations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Deputy Superintendent, the Director of Secondary Educational Services (Grades 6-12) provides leadership to promote the educational goals and objectives of the District in concert with state and federal mandates in grades 6-12. The Director of Secondary Educational Services works closely with District and site personnel to ensure a rigorous curriculum for students, use of high-quality materials and ongoing professional development are provided to teachers and instructional support staff so that all students are prepared for a seamless and successful transition to college and career.

DISTINGUISHING CHARACTERISTICS:

This position requires subject matter expertise in educational programs, curriculum, pedagogy, MTSS, school climate, college and career readiness, and high leverage instructional strategies.

ESSENTIAL RESPONSIBILITIES:

- Serves as a key member of the Superintendent's Cabinet and Educational Services Team, preparing relevant board meeting agenda items, presentations and information.
- Provides staff leadership to promote and ensure understanding of the educational goals and objectives of the District, and assist in providing professional development activities.
- Supervises, coaches and supports secondary principals.
- Provides primary oversight of building operations of the secondary level (e.g. schedule, budget, administrative regulations, curriculum, school safety plans, crisis response, discipline, transportation and other programs).
- Supports the development of the District's Local Control Accountability Program (LCAP).

- Works with principals and teacher committees in organizing and coordinating grade level meetings in order to affect continuity and articulation of the instructional programs throughout the District.
- Provides leadership to secondary education staff in the design, development, and implementation of the core, intervention, and elective curricular programs for students.
- Supervises the development, publication, and distribution of curriculum documents including standards, brochures, parent handbooks, manuals, and other instructional materials.
- Responsible for all aspects of professional development (6-12) from inception to conclusion, including research and development, budgeting, communication, and marketing, as well as evaluation and follow-up.
- Provides guidance and oversight to the district independent study program.
- Assists site and District staff in the investigation of and response to parent and community concerns.
- Supervises selection of core textbooks and instructional materials for 6-12 and arranges and meets with selection committees, arranges for books from publishers, arranges a time for teachers to pilot materials, and recommends materials for adoption.
- Oversight and support of secondary school counselors in meeting the social, emotional learning needs of all students and the creation and monitoring of post-secondary plans.
- Oversight of federal and state accountability implementation and accountability.
- Coordinates summer school, including remedial, accelerated, and enrichment programs.
- Participates in principal and other meetings as needed.
- Oversees and monitors secondary master schedules for effectiveness.
- Responsible for development, coordination, and monitoring portions of the budget relating to curriculum, instruction, student support, and professional development.
- Assists in the development, implementation, and monitoring of operational goals, objectives, and procedures on a daily, short, and long-range basis.
- Stays current regarding developments and trends in curriculum, instruction, and student support.
- Supports Activities and Athletic Directors.
- Supervises Teachers on Special Assignments in their respective curricular areas. Coordinates District related instructional activities, as requested.
- Attends Board of Education and other meetings and conferences upon request.
- Conducts regular school visitations for observation and evaluation of the District instructional program.
- Engages in program related outreach to partners in the community and business.
- Maintains focus on equity and cultural proficiency in all programs and activities.
- Monitors school site social media and website platforms.
- Supports the development and monitoring of formative and summative assessments.

- Monitors the implementation of the District's instructional programs with strong knowledge of A-G requirements, AVID, AP, CTE, dual enrollment, dual immersion and ELD.
- Assists site and District staff in the investigation of and response to parent and community concerns. Support the development and monitoring of formative and summative assessments.
- Responsible for development, coordination, and monitoring portions of the budget relating to curriculum, instruction, student support, and professional development.
- Assists in development, implementation, and monitoring of operational goals, objectives, and procedures on a daily, short, and long-range basis.
- Stays current regarding developments and trends in curriculum and instruction. .
- Coordinates partnerships between the community and the District as they relate to curricular and instructional areas.
- Monitors school site social media and website platforms.
- Actively pursues various funding opportunities to expand educational programs and services.
- Expansion of college and career readiness measures.
- Highlights educational programs and services.
- Maintains focus on equity and cultural proficiency in all programs and activities.
- Performs other tasks and assumes other responsibilities that may be assigned by the Deputy Superintendent.

KNOWLEDGE AND ABILITIES:

- Has the talent to (a) envision world-class schools; (b) communicate that vision; and (c) lead others to make that vision a reality.
- Has the ability to establish, communicate and monitor high standards for all students, staff, programs and services.
- Can provide leadership to move groups collaboratively toward a vision of excellence.
- Has high ethics, models appropriate behavior for students and holds an admirable belief system.
- Has the ability to apply keen organizational skills in order to plan, coordinate and implement the District's vision of excellence.
- Has exceptional written and oral communication skills.
- Has the ability to form positive connections with the community and develop productive partnerships.
- Knowledge of all aspects of public-school administration and management of school districts.
- Knowledge of the laws governing public education in California, particularly the sections of the California Education Code dealing with instruction.
- Knowledge of State and Federal laws governing discrimination.
- Knowledge of District organization, operations, policies, procedures and objectives.
- Best practices with Dual Immersion programs.
- Best practices with Career Technical Education (CTE) pathway expansion.
- Grant writing.

EDUCATION/EXPERIENCE:

- Equivalent to completion of a Master of Arts or higher degree from an accredited college or university in educational administration, curriculum and instruction, or other closely related areas. A doctoral degree in education or a related field is desirable.
- Five or more years of successful teaching experience at the elementary and/or secondary level, a minimum of three years in an administrative position, preferably including experience as a site principal.
- Possession of a valid California Administrative Services Credential authorizing service as a K-12 Administrator.

SALARY AND BENEFITS

- Salary Range 53 on the administrative salary schedule

TERM OF ASSIGNMENT

- Full time -12 months
- 226 days

ABILITY TO:

- Demonstration of interpersonal skills using tact, patience and courtesy.
- Ability to work in a conflict arena.
- Ability to handle people who are upset.
- Ability to communicate effectively and courteously, verbally and in writing.
- Ability to prioritize, organize and work independently.
- Ability to revise priorities in accordance with the requirements of the Superintendent and the needs of the District.
- Availability to attend evening, night and weekend meetings and activities.
- Develop and implement long range plans.
- Work collaboratively with Cabinet and staff to establish and reach clear goals and objectives.
- Work creatively to solve problems and effectively promote change.
- Work with and appreciate a diverse community, student population and staff.
- Assimilate and evaluate data and prepare sound recommendations.
- Develop and keep the trust and confidence of others; deal effectively with different personalities and styles.
- Motivate others, manage staff to maximize their skills and talents, and establish and maintain effective working relationships. Understand and carry out oral and written directions with minimal professional direction.
- Establish and maintain effective and cooperative organizational, public and community relationships.

ENVIRONMENT: Office environment. Constant interruptions. Outside and office environment; driving a vehicle to District sites to conduct work.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodation may be made to enable individuals with a disability to perform the essential functions.

- Mental ability and knowledge required to interpret and implement policies, rules and regulations, and make determinations relative to the effective performance of the essential responsibilities of the position.
- Ability to sit or stand for extended periods of time.
- Ability to see and read printed matter with or without vision aids.
- Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to carry out the functions of the above essential responsibilities.
- Ability to speak in audible tones so that others may understand clearly.
- Ability to bend, reach and mobility sufficient to circulate freely around campus.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

GENERAL CERTIFICATES, LICENSES, REGISTRATIONS:

- California Driver's License (by first day of service).
- Computer skills in Microsoft Office and Google platform.

SUBJECT TO BOARD APPROVAL: MARCH 2022