**NELSON COUNTY SCHOOLS**

**Job Description**

**TITLE:** Director of Secondary Schools

**QUALIFICATIONS:** Rank I with certification as: Superintendent or Supervisor of Instruction; minimum of ten (10) years of experience in education; five (5) years of successful teaching experience and five (5) years of successful administrative experience and/or leadership required.

**REPORTS TO:** Superintendent

**JOB GOALS**: To facilitate programs and services for middle and high school students while assisting principals in the effective implementation of a soundly based systematic approach to improving education and learning for all children.

**PERFORMANCE RESPONSIBILITIES:**

Supervises: Director of Special Education, Secondary Schools’ Instructional Coaches, College and Career Readiness Coordinator, Horizons Academy and Secondary Schools’ FRYSC Coordinators, middle and secondary principals

Assist principals, councils, and staff with assessing school needs and services, instructional programs and strategies, and implementing an effective curriculum and method for improving instruction and ensuring that all students learn to their highest potential.

Maintain a current knowledge base in several areas: Twenty First Century Curriculum and Instruction, KERA, Best Practices in the classroom and school, Special Education, effective management and communication strategies, Southern Association of Colleges and Schools (SACS), all applicable Federal and State regulations, and all local Board policies and procedures.

Collaborate with District staff and others to develop, implement, and/or obtain and provide needed resources, services, and materials for ALL students.

Responds in a timely manner to parent and community concerns about secondary school programs and related issues upon request as needed; facilitate group meetings as needed.

Supervise and evaluate staff as assigned.

Visit each school on a regular basis; attend faculty meetings, SBDM Council meetings, and other events/activities as appropriate.

Assist schools with the development and implementation of school improvement plans and professional growth plans for individual teachers and principals.

Work on the development, implementation, and evaluation of the district improvement plan, and other school district projects and committees.

Prepare, administer, and monitor ALL federal and state categorical budgets.

Communicate directly and frequently with principals, district staff, and others as needed on issues related to the school and the district.

Assists principals and other district personnel to plan, develop and implement yearly graduation ceremony at each high school and three times per year at Horizons Academy.

Review and analyze all student achievement data, and use the results to assist principals and SBDM Councils to improve and develop students’ achievement reports as needed.

Provide strong, direct instructional leadership to the schools and district. Review best practices with principals, provide information, and facilitate PD sessions for principals and other school leaders.

Collaborate with district staff and others as needed to provide effective support, focused on student achievement for all students for each school.

Implements and Coordinates high schools’ Dual Credit Programs. Works directly with postsecondary institutions on dual credit offerings, associate of science and associate of arts degrees for ALL high school students

Supervises and collaborates with College and Career Readiness Coordinator.

Works with outside agencies to procure and define all Work Based Learning opportunities for high school students.

Meets regularly with community partners to develop programs to enhance curricular offerings.

District Assessment Coordinator and Director of Professional Learning.

Performs other duties as directed by the Superintendent.

Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.

**KNOWLEDGE AND ABILITIES:** To perform the responsibilities as previously outlined.

**ABILITY TO:** Perform as a leader such that student achievement is maximized.