



DIRECTOR OF SECONDARY EDUCATION – MIDDLE SCHOOLS

Position Summary

The Director of Secondary Education-Middle Schools formulates and implements a vision of effective instruction for 6th to 8th aimed at developing and sustaining the highest quality educational programs and services. As a key member of the district's instructional leadership team, the Director of Secondary Education – Middle Schools collaborates with the Assistant Superintendent of Instruction, and other district administrators and directors in providing strategic direction and implementing systemic improvement in curriculum, instruction, assessment, social-emotional learning and other school improvement initiatives. The Director of Secondary Education – Middle Schools is an effective supervisor and mentor for middle school principals and other administrators, providing the leadership that enables them to accomplish Board and district goals, and that propels them to become effective instructional leaders in their buildings. The Director of Secondary Education – Middle Schools focuses on closing the achievement and opportunity gaps for traditionally underserved students, ensuring equity in educational services and cultivating diversity in leadership positions.

Supervisory Relationship

This position reports to the Assistant Superintendent for Instruction. This position provides organization-wide leadership and either directly or indirectly supervises all middle school principals and assistant principals in the District, as well as exempt staff and non-exempt staff within the Instruction Department.

Essential Functions

1. Focuses the work of all personnel on ensuring that all students are on track to graduate college and career ready, with an emphasis on equity in access and outcomes for traditionally underserved student groups.
2. Mentors building administrators, with attention to supporting cultural diversity among leadership positions.
3. Promotes the systemic implementation high quality curriculum, instruction and assessment.
4. Plans and implements strategic change initiatives through facilitation of dialogue among those involved and consensus building among various constituencies.
5. Involves administrators in goal setting and evaluation of educational programs, using on-site visits and multi-point and disaggregated data as the basis for decisions aimed at raising student achievement and closing gaps.
6. Works in tandem with the Instructional Cabinet to ensure the K-12 articulation of curriculum, academic and social/emotional/behavioral expectations, and to drive district wide instructional improvements in a coherent manner that supports Board and district goals.
7. Engages in program-related outreach to partners in the community, in business, and in higher education, with a goal of facilitating students' successful transition from elementary schools into middle school and into high school.
8. Collaborates with the Assistant Superintendent of Instruction to provide vision, direction,

management and oversight for all aspects of the school operations, including goals; budgets; curriculum; student assessment; program evaluation; data collection and analysis; school improvement plans; compliance; and the selection, allocation, development, and supervision of personnel.

9. Works in tandem with the Director of Student Services, Student Service Administrators and principals to facilitate the implementation of special programs at the middle school level.
10. Serves as a member of the Superintendent's Executive Council, the Instructional Cabinet, the Instructional Leadership Team and the District's Emergency Management Team. Attends Board of Director meetings and makes presentations as assigned.

Required Knowledge, Skills and Abilities

1. Ability to plan, organize, and direct a comprehensive Pre-K–8th grade educational system aimed at preparing every student for successful transitions and readiness for success beyond high school.
2. Ability to lead improvement efforts toward identified instructional targets by motivating and mentoring building-level administrators and facilitating systemic change strategies, with an emphasis on progressive educational practices.
3. Commitment to equity in educational opportunities and outcomes for students and leadership opportunities for staff, especially with regard to members of traditionally underserved and underrepresented groups.
4. Excellent interpersonal and communication skills, with the ability to establish and maintain effective working relationships with key stakeholder groups.
5. Strong knowledge of best practices in school improvement, curriculum and instruction, leadership development, school management and operations, data analysis and reporting, and continuous improvement cycles.
6. Demonstrated knowledge of and ability to oversee compliance with state/federal regulations and district policies governing public education programs.

Minimum Qualifications

Education

- Master's degree in education or applicable field, required;
- Valid Professional Administrator License issued by Oregon Teacher Standards and Practices Commission, required.

Experience

- Minimum of five (5) years of experience as an administrator required, including a minimum of three (3) years as a building principal or administrator required, and two (2) years in a district-wide administrative position preferred.
- At least five years of experience as a classroom teacher in grades K-8, preferred.
- Experience working at both elementary and middle school levels preferred.
- Demonstrated knowledge of curriculum, best practices in instruction and assessment, school operations and management, and leadership development.
- Demonstrated record of success in leading strategic educational initiatives that resulted in measureable improvements in student achievement.

- In-depth experience in the systemic implementation of effective instructional practices.

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Executive
Pay Grade	Director
Developed by	Charis McGaughy, Assistant Superintendent for Instruction
Reviewed by	Karen Hardin, Associate Director for Human Resources
Approved by	Dr. Gustavo Balderas, Superintendent of Schools
Last revised	April 5, 2019, May 11, 2021

This job description in no way states or implies that duties above are the only duties to be performed by this position. The Director will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent and the Assistant Superintendent for Instruction.