

Killeen Independent School District Job Description

Job Title: Executive Director for Secondary
Reports To: Assistant Superintendent for Instructional Leadership Services
FLSA Status: Exempt

SUMMARY

Provides leadership and management guidance for secondary and alternative campuses and is responsible for the effective and efficient operation of the schools, including staffing, scheduling, budget, climate and building utilization. Provides leadership and assistance to administrators in the areas of district policy, administrative procedures, student discipline procedures, staff issues, and community/parent involvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Utilizes the results of student assessment to determine goals and objectives for elementary schools; systematically monitors school improvement; develops long- and short-range plans that will effectively reach district goals.

Monitors and assesses campus leadership as related to performance, climate, student issues, co-curricular, extra-curricular activities, facilities, and other campus operations.

Supports campus leadership as related to performance, climate, student issues, co-curricular, extra-curricular activities, facilities, and other campus operations.

Works with campus leadership on campus plan development ensuring compliance with TEA and federal guidelines.

Assists with the development and monitoring of campus improvement plans.

Assists with the implementation of the District Improvement Plan and District Goals.

Interprets, develops, recommends, and ensures compliance with policies and regulations that govern the overall operation of assigned campuses.

Provides general oversight of principals and coordinates principal evaluations.

Provides general supervision of campus budgets, facilities, scheduling and staff support for all campus programs.

Serves as point of contact to address campus-based customer service issues.

Develops and supports community partnerships.

Collaborates with district staff on staff development for school leaders.

Manages and supports the assessment of organizational needs and the design, implementation, and evaluation of programs that facilitates the continuous improvement of staff.

Assists with recruitment, selection, and training of personnel and make sound recommendations relative to secondary and alternative campus personnel placement, assignment, retention, discipline and dismissal.

Informs administration of developments and changes in state, federal, and local laws affecting education; ensures district implementation and compliance of policies established by federal and state law and State Board of Education rules.

Develops a departmental budget and monitors its expenditures.

Completes required reports in a timely and accurate manner.

Monitors and supervises operations and activities of principals and other personnel for whom supervisory responsibility has been assigned to ensure that the campuses, departments and programs function in accordance with state and district policies, administrative guidelines, and sound practices.

Attends board and committee meetings as required.

Assists in the development of procedures and guidelines.

Evaluates requests for field-based experiences and principal's professional leave.

Implements and monitors programs in the schools to ensure their effectiveness and alignment with district-wide policies and procedures.

Monitors and makes recommendations regarding campus information dissemination to parents/community.

Attends and participates in staff meetings.

Directs and assists secondary/alternative campus administrators in the areas of staffing, scheduling and building utilization to best meet student needs.

Provides leadership for special task forces and committees.

Works closely with campus leadership to ensure support for schools in the context of the district's vision.

Works with transitional issues related to incoming and outgoing principals.

Provides leadership in the areas of facilities management, student services and special programs as it related to the specific campuses that are assigned.

Provides management oversight and coordination for the residency verification process; ensures that the process is effective and efficient.

Remains current in educational literature.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manages principals at designated campuses. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree required; doctorate, preferred; three years of principal experience at the same grade level of supervision and five years experience in school administration, required.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal Certificate required; Superintendent Certificate, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common educational and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parents, staff, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, staff, public groups, and/or boards of trustees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS

Must be able to travel occasionally.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.