



JOB DESCRIPTION

Job Title:	Assistant Director of Secondary Programming & Post-Secondary Readiness
Department:	Teaching & Learning
Reports To:	Director of Secondary Programming & Post-Secondary Readiness
Classification:	Administration
Location:	Administration Building
Salary:	On Schedule
Length of Contract:	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the supervision of the Director of Secondary Programming & Post-Secondary Readiness, the Assistant Director of Secondary Programming & Post-Secondary Readiness assists with secondary programs of study, curriculum & instruction, professional learning and college and career readiness. The Assistant Director of Secondary Programming & Postsecondary Readiness, in collaboration with District leaders, principals, community educational, governmental, and business partners, assists with the implementation and development of the District Equitable Multi-Level System of Supports (EMLSS) framework across all schools. They provide the knowledge, guidance, and support to braid academic, social, and emotional learning support systems at the universal, selective, and intensive levels to increase student achievement for all students.

Essential Job Functions

- Provides leadership, vision, and goal alignment to ensure continuous organizational development and improvement that supports the District vision and strategic plan.
- Plans and implements professional learning for principals, teachers, and support staff.
- Provides leadership, training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of an EMLSS at the District and school levels.
- Provides support to school leaders in the implementation of the EMLSS framework to support the vision, mission, and goals of school improvement in teacher practice and student achievement.
- Provides instructional services to the schools and school staff.
- Assists with program development, including curriculum, instructional strategies, and instructional materials.
- Assists with programming that provides college and career awareness grades PK-5, exposure grades 6-8, and preparation grades 9-12.
- Assists with implementing and overseeing a PK-12 system that uses research-based metrics to measure college, career, and community readiness of our student body.
- Assists with implementing systems for students to access dual credit options.

- Assists with implementing systems for work-based learning programs.
- Develops collaborative and mutually beneficial relationships and programs with internal, community, educational, governmental, and business partners.
- Assists with the development and implementation of career pathways through the lens of college, career, and community readiness.
- Assists in the selection of instructional materials in curriculum areas.
- Implements and assists with the development of the District summer school program to include programming, and staffing.
- Assists with the development of the co-curricular and athletic programs.
- Attends Principals' meetings and supports the coordination of department meetings to provide updated curriculum information as requested.
- Assists with the direction of Instructional Coaches for implementation of high-quality instruction and the guaranteed and viable curriculum.
- Assists with the budget for curriculum, instruction, and professional learning.
- Assists with the development and implementation of the Academic and Career Planning guides.
- Coordinates assessment system including state and local assessments.

Ancillary Job Functions

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Coordinates and collaborates with other Directors and executive Directors for various District departments.
- Attends Board of Education meetings as needed.
- Performs other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Minimum of three years of building level administrative experience at the secondary level.
- Master's degree in Educational Administration, Educational Leadership or Curriculum and Instruction.
- Wisconsin Administrative Certification: Director of Instruction (#10).

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three or more years of PreK-12 teaching experience.
- Previous District level administrative experience.
- Experience with curriculum and instructional program development.
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of organizational systems, the role of public education in the United States, racial equity, social justice, culturally relevant instruction/practices, laws, and practices.
- Knowledge of best practices and research in curriculum, assessment, and instruction.
- Knowledge of District policies and state/national legislation regarding curriculum and instruction.
- Ability to work successfully with teachers in the development and revision of curriculum.
- Ability to manage personnel and programs.

- Ability to make independent judgments.
- Ability to keep and maintain accurate records and to meet deadlines.
- Facilitation, presentation, interpersonal, and mediation skills.
- Ability to work with diverse curricular subject areas.
- Knowledge of program evaluation.
- Strong public speaking skills.
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Demonstrates an understanding and use of culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and listen.
- Must be able to work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.