



JOB DESCRIPTION

Job Title:	Director of Post-Secondary Readiness
Department:	Teaching & Learning
Reports To:	Executive Director of Teaching and Learning
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 Executive Director of Teaching and Learning, the Director of Post-Secondary Readiness directs academic planning, post-secondary access, college and career readiness, and career pathways. The Director, in collaboration with District leaders and Principals, is responsible for the implementation and development of the District Equitable Multi-Level System of Supports (EMLSS) framework across all schools. The Director provides 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. The Director collaborates with other Directors, Principals, community educational, governmental, and business partners. In addition, the Director of Post-Secondary Readiness evaluates assigned personnel and performs related work as required.

Essential Job Functions

- Provides leadership, vision, and goal alignment to ensure continuous organizational development and improvement that supports the District vision and strategic plan.
- Directs programming that provides college and career awareness grades PK-5, exposure grades 6-8, and preparation grades 9-12.
- Leads the development of career pathways through the lens of college, career, and community readiness.
- Implements and oversees a PK-12 system that uses research-based metrics to measure student's college, career, and community readiness.
- Implements systems for students to access dual credit options (Start College Now [SCN], Early College Credit Programs [ECCP], and transcribed credits).
- Implements systems for students to access youth apprenticeships and work-based learning.
- Develops collaborative and mutually beneficial relationships and programs with internal, community, educational, governmental, and business partners.
- Provides instructional services to the schools and school staff.
- Supports PK-12 program development, including curriculum, instructional strategies, and instructional materials.
- Plans and implements professional learning for principals, teachers, and support staff.
- Develops and updates the Academic and Career Planning guides.

- Directs and assists with the implementation and creation of professional learning that supports the EMLSS.
- 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 direct 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 feedback, modeling, interpretation of data, and other supportive assistance necessary to implement an EMLSS.
- Assists in monitoring the fidelity of braiding academic, social, and emotional learning support systems.
- Supports the development of the District summer school program to include programming, and staffing.
- Supervises and evaluates Teaching and Learning Coordinators and other designated staff.
- Attends Principals' meetings and department meetings to provide college, career, and community readiness updates.
- Collaborates with school counselors to implement effective, evidence-based practices that support all students in creating a rigorous academic and career plan to be prepared for post-secondary success.
- Develops and administers the academic services budget for post-secondary programming.

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 School Board meetings as directed.
- 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 successful PK-12 educational experience.
- Minimum of five years in administration, coordinator, building leadership, or other leadership role outside of the classroom.
- Master's degree in Educational Administration, Curriculum and Instruction or related field.
- Wisconsin Administrative Certification: Director of Instruction (#10) or Director of Special Education and Pupil Services (#80).

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

- Previous District level administrative experience.
- Advanced graduate work beyond master's degree.
- Experience with program development and Career and Technical Education.
- Local Vocational Education Coordinator/Career and Technical Education Coordinator (LVEC/CTEC) certification.
- Bilingual/bicultural skills.

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

- Knowledge of current educational research, components of elementary/secondary programming, and best practices for 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.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality in all tasks.
- Ability to learn and adapt quickly as situations change.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to effectively plan, organize and manage time.
- Ability to work effectively with individuals and groups.
- Ability to work with diverse curricular subject areas.
- Knowledge of program evaluation.
- 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.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).
- Demonstrates an understanding and use of equitable and culturally responsive practices.

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

- General 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.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.