

ASSOCIATE DIRECTOR OF SECONDARY PROGRAMS

Classification: Administrator

Location: District Office

Reports to: Executive Director, Secondary Programs

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The Associate Director assists in planning, directing, and coordinating all functions of secondary programs including curriculum, instruction, assessment, staffing, training, program evaluation, student engagement, and college and career readiness. Emphasis will be on instructional leadership, college and career readiness, multi-tiered systems of support (MTSS), including 9th grade teams. Works closely with middle and high schools to support the administrative, teaching, and support staff.

Part II: Supervision and Controls over the Work:

Serves under the administrative supervision of the Executive Director of Secondary Programs. Is held responsible for results in terms of effectiveness of planning, compliance with policies and programs, quality of supervision, and contribution to achievement of district and department goals and objectives in the areas of educational priorities. Work is guided by, and must be in compliance with, federal and state law, operational direction of the Superintendent, school board policies, and compliance with federal, state, and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Program Operations:

- a. Supports the Executive Directors, Middle and High school administrative teams in ensuring the efficient and effective operation of school and educational programs.
- b. Participates in strategic planning and visioning with all stakeholders in support of vision and goals.

- c. Provides leadership in helping secondary school teams analyze data to inform best practice and develop systemic responses to improve academic and social growth for all students.
- d. Assists with planning, articulating, developing, and implementing instructional and leadership practices.
- e. Supervises, establishes, and expands focus on instructional leadership to ensure a strong MTSS in every secondary school.
- f. Supervises, establishes, and expands focused and targeted college and career readiness experiences and opportunities.
- g. Leads comprehensive high schools in the 9th grade on track work.
- h. Works with and supports schools in collaborating with multiple partner agencies.

2. Staff Supervision:

Assists the Executive Director of Secondary Programs in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
- b. Supervising staff as assigned.
- c. Evaluating the need for, developing, and delivering staff training and professional development.
- d. Fostering effective teaming and collaboration within the staff.
- e. Develops and implements clear, timely, and consistent communication strategies to ensure all staff are well-informed of department policies, operational expectations, key updates, and guidance impacting secondary programs.
- f. Fosters a culture of trust and respect by encouraging open, candid feedback; proactively engages with staff to address conflicts and collaboratively develop constructive, solution-focused outcomes.
- g. Participating in the performance evaluation of staff to include intervention when performance fails to meet expectations.

3. Customer Service and Communication: Promotes a customer service-oriented culture that is responsive to the diverse needs of students, families, school staff, and the community.

Supports the development of welcoming, inclusive environments across school sites and department operations. Collaborates on the preparation of clear, timely communications for schools and families, and responds promptly and professionally to inquiries from staff, students, and parents.

4. Accounting and Budgeting: Contributes to the development of the department budget and ensures program operations align with approved budget and established financial controls.
5. Program Evaluation, Analysis and Feedback: Participates in periodic assessment of program effectiveness and/or changing needs.
6. Leadership: Serves as acting Executive Director of Secondary Programs in the Executive Director's absence.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Candidates must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Possess or ability to obtain Oregon administrative license.
3. Minimum of three years of progressively responsible and highly successful school administrative experience. Experience as a high school principal is strongly preferred.
4. Strong knowledge of secondary education programs, curriculum, assessment, and instructional practices.
5. Skills in developing and maintaining relationships with a diverse community.
6. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
7. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective studies and reports.
8. Ability to work both independently and interdependently.
9. Ability to organize work, set priorities, and meet deadlines.
10. Demonstrated supervisory ability in observing, evaluating, and developing teachers and support staff.
11. Valid state driver's license.

Part V: Desired Qualifications:

Bilingual ability in language(s) appropriate to the District's student and parent demographics.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here 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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.