

Greater Albany Public Schools
Job Description
Director of Secondary Education

Salary Level: Per negotiated agreement
Classification: Administrator
Reports to: Superintendent
Location: District-Wide
Work Calendar: 233 day



Greater Albany Public Schools

Greater Albany Public Schools (GAPS) mission is “*Building Bridges to Lifelong Learning and Brighter Futures.*” We strive to realize that mission for every child and adult, every day. Because of our commitment to that mission, GAPS is a great place to work and live.

An easy drive to Eugene, Corvallis, and Salem, and less than ninety minutes from Portland, Albany offers a small-town quality feel near urban amenities, magnificent natural resources, and the state's two major public universities (University of Oregon and Oregon State University). Residents enjoy easy access to the pacific coastline beaches, hiking and biking trails along the coastal mountain range, snowboard and skiing opportunities in the mountains to our east, and in its backyard the natural splendor of the Willamette Valley with its roving hills.

Position Description: Supervises and evaluates the work of Secondary Principals. Responsible for the growth, leadership, and effectiveness of all middle and high school principals. Collaborates with colleagues in effectively planning, directing, and administering the development and continuous improvement of the district's instructional program in grades 6-12, including curriculum services, instructional best practice, state and local assessments, and district programs as assigned. The position works closely with the Superintendent, Assistant Superintendent, and Elementary Director.

Essential Functions:

Professional Relationships with Administrators, Teachers, Staff, Partner Organizations, and the Public

- Interact with district office staff, colleagues, teachers, and staff in a manner that develops and maintains confidence in the district's instructional programs
- Builds positive relationships with district office staff, colleagues, administrators, teachers, and staff.
- Perform duties as assigned.
- Understands the process of implementing equitable systems across levels of instruction.
- Deep knowledge and practice of using data in the cycles of professional learning communities and MTSS systems.
- Implement multiple feedback loops for administrators and systems with an eye toward continual improvement.
- Respond to questions and concerns from the public in a manner that enhances community confidence in, and support for, the district's programs and services.
- Communicate and perform in a manner that consistently demonstrates sensitivity and respect for individual learning styles and persons of diverse cultural backgrounds.
- Represent the district in communicating with the School Board and community as requested.

Curriculum

- Direct the planning, development, implementation, and improvement of the district's curriculum in all curricular areas, including core programs and supplemental/intervention programs, for grades 6-12.
- Plan, direct, collaborate, and implement MTSS systems for grades 6-12.
- Plan, direct, collaborate, and implement AVID and QTEL models for grades 6-12.

- Leads/supports principals in their work helping staff align curriculum and practice.

Instruction

- Demonstrate knowledge of research-based instructional practices across grades 6-12.
- Demonstrate knowledge of “best practice” systems of feedback and observation.
- Ability to assess the quality of classroom instruction and coach for improvement across grades 6-12.
- Plan and direct the development and implementation of the district’s instructional program at the secondary level.
- Assist in the organization and implementation of a staff development plan for staff grades 6-12.
- Support the application of instructional technology as appropriate in secondary schools.

Assessment

- Demonstrate knowledge of effective classroom assessment practices, and the ability to coach for improvement.
- Interpret and report state and district assessment results to schools, the School Board, and the community.
- Ensure that systems for reporting student achievement to parents are current and effective.

Instructional Program Direction

- Assist with the development of the district’s Continuous Improvement Plan.
- Direct the School Improvement Planning process at the secondary level.
- Supervise the implementation of the district’s program for Talented and Gifted Learners grades 6-12.
- Manage the district’s Division 22 compliance reporting processes.
- Facilitate meetings of secondary principals.
- Lead the strengthening of cross-level and school professional learning communities in secondary schools.

Supervision

- Supervises all Secondary School principals.
- Supervises AVID TOSA.
- Completes the necessary observations/evaluations of administrators and requires the same of assistant principals.

Minimum Qualifications:

- Three years of experience as a successful secondary administrator
- Current Oregon Administrative Licensure through Oregon Teacher Standards and Practices Commission
- Criminal history verification/clearance
- Bilingual/bicultural preferred

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job.

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal opportunity employer and welcome all qualified applicants.