Position Title: Executive Director of Secondary School Leadership (Grades 6-12)
Prepared Date: 05/18/2022

JOB GOAL:
The Executive Director of Secondary School Leadership is responsible for providing support to schools and administrators in order to improve student performance. The Executive Director of Secondary Leadership ensures the effective operation and instructional efficiency of schools by level by developing, managing, evaluating, and supporting all resources essential to increasing student achievement. Executive Director of Secondary School Leadership will be a primary support to Principals – directs, supervises, and evaluates the performance of secondary principals, coaches, monitors, assists, and evaluates principals in accomplishing school goals. Builds instructional leadership capacity, select research-based core in instructional programs, compiles, analyzes and uses data. Provide vertical articulation to secondary schools. Supervises departments as assigned by the Superintendent.

TERMS OF EMPLOYMENT:
Twelve (12) month (245 days) contract, Pay 802 Grade 29, Plus Benefit Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. FLSA: Non-Exempt

QUALIFICATIONS:
1. Educational Level: Master Degree required
2. Certification/License Required: Valid Arkansas Educational Leadership Certificate
3. Minimum of seven years of experience in teaching and administration, including a minimum of five years of experience as a school administrator.
4. Knowledge, Skills, & Abilities: provide leadership to the District in instructional programs, lead the work of teams, committees, and work groups; both written and oral communication; leadership, business/financial management; technology application; public relations; interpersonal relations; strategic and tactical planning; organization.
5. Demonstrated success in project management skills managing multiple tasks, projects, and responsibilities supporting the work of individuals, school leaders, and teams within and across functions to address priority issues impacting operational excellence and student achievement.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not
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intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Provides support and guidance to school leadership
   - Provides leadership, direction, support and accountability to principals to ensure that instructional and curricular programs are fully and appropriately implemented and evaluated in all assigned schools.
   - Supervises, trains, and evaluates the performance of principals for assigned school (by level) based on school performance, academic growth and operations management, school marketing, community networking, and recruiting students/staff, etc.
   - Provides professional and leadership development to principals and leadership teams.
   - Supports the principal selection process by screening and interviewing selected applicants.
   - Reviews and discusses teacher/staff performance with principals, as appropriate.
   - Supports principals and the Superintendent of Schools in hiring staff and a wide range of human resource matters and administrative issues.

2. Supervises curriculum and instructional programs of schools
   - Provides leadership, support, and accountability for appropriate innovative practices (Investing in Educational Excellence – Idea to Implementation continuum).
   - Supervises principals in analyzing school achievement and disciplinary data and discusses implications for curricular and instructional needs.
   - Supervises principals in evaluating classroom implementation of state content standards, engagement strategies, and use of student achievement data.
   - Ensures implementation of federal, state, and local mandated programs in relation to school site instructional and operational programs.
   - Builds and supports instructional coherence in the District.
   - Works with schools on development of master schedules.

3. Monitors and supports school improvement plans
   - Reviews and approves the school strategic plans (SSP) and Title One plans of all assigned schools.
   - Meets with principals to review SSP quarterly and at the end of the school year.
   - Evaluates the SSP end-of-year results for effectiveness of identified actions.
   - Utilizes District goals to develop District’s plan of support for school improvement planning through level planning, site planning, program initiatives, and focus on continuous improvement.
   - Leads and works with school improvement initiatives that close student achievement gaps by working with appropriate stakeholders (by level and area).

4. Serves as the liaison and communicates with all stakeholders
   - Initiates and maintains ongoing and effective communication with community and families
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regarding student achievement and school programs; supports school-based family outreach programs and strategies to engage families in student learning. The position supports the principal ensuring that the school communication aligns with district goals and that all stakeholders receive timely communications.

- Oversees the management and response to complaints, which includes helping principals proactively with management and handling of parent complaints and will address calls of concern that elevate beyond the school-based level.
- Supports the alignment of functions between schools and central office divisions.
- Reviews various plans and monitors success of programs established in schools and coordinates district-level programs/projects as assigned.

5. Provides support and evaluation of District strategic plans and budgets
   - Develops plans to support and execute District priorities.
   - Reviews, approves, and monitors the development and implementation of programs (including but not limited to Title One, After-school Program, and professional learning) to ensure effective use of allocated funds within approved budget.
   - Provides appropriate oversight for instructional budget and ensures that programs are cost effective and funds are managed prudently.
   - Works with various committees to review school’s staffing allocations and forecasted enrollments.
   - Prepares and manages the secondary education budget.

6. Creates a collaborative team
   - Meets regularly with key personnel throughout the District to ensure that proper information flows through leadership, including establishing goals, objectives, and long-range plans.
   - Coaches and builds capacity in order to ensure the success of principals and school leadership teams (by level and feeder patterns).
   - Advocates change within schools and across the District.
   - Collaborates with peers to develop a consistent approach for cultivating a successful team.

7. Performs other duties as assigned.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.