



Job Title: Executive Director,
Secondary Education High Schools

Department: Secondary Education

Reports To: Assistant Superintendent, Secondary Education

FLSA Status: Exempt

Salary Schedule: EA lane 01

SUMMARY

The Executive Director of Secondary Education High Schools is responsible for planning, monitoring, and directing high school academic support services to include coordinating secondary curriculum and instruction, managing learning and development for teachers and administrators (PLC's), and advising appropriate administrators on issues within the assigned area of responsibility. The Executive Director also assists in the development and monitoring of identified budgets, formulation of both short-term and long-range plans and strategies, guiding of policy development and program service design, coordinating of services implementation, and ensuring compliance with state and federal regulations. The Executive Director oversees program areas such as community education, high school athletics and activities, and driver's education programs.

Executive Directors will be in each of their assigned schools on a regular basis and highly involved to be intimately familiar with the school administration, staff, building operation, and overall culture and climate of the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

The following duties and responsibilities are performed within the assigned areas of responsibility as allocated by the Assistant Superintendent, Secondary Education.

Curriculum, Learning, & Development

- Assists the Assistant Superintendent for Secondary Education in the planning and execution of district wide goals and programs of curriculum review and development for all secondary grade levels and for the implementation of Professional Learning Communities (PLC's) and Comprehensive School Improvement Plans (CSIP's).
- Collaborates and coordinates with all departments as it relates to student learning.
- Oversees high school administrators in developing, implementing and meeting objectives for student learning and school improvement goals.
- Participates in the evaluation of instruction methods and programs, and recommends such changes and improvements as needed. Integrates instructional programs among

the secondary schools and articulates curricula between programs.

- In coordination with the WCSD Director of Assessment, Research, & Learning, the Secondary Education Assistant Superintendent, and Principal Leaders, supervises the development of in-service programs for high school educational personnel.
- Provides coaching and support to principals that focuses on instructional leadership, school culture, data analysis, and data-driven decision making.

Management, Operations, & Compliance

- Prepares budget, monitors expenditures, and solicits funds to provide financial support for programs.
- Administers the preparation of reports for federal, state, and local regulatory agencies to include enrollment reports and projections.
- Ensures compliance with state/federal regulations and other agencies governing educational programs and services within the assigned area of responsibility.
- Assists in determining staff allocations and hiring needs for positions.
- Serves as a liaison with the St. George City Leisure Services Department and Utah Tech University in the management of the Community Education Program.
- Under the direction of the Secondary Education Assistant Superintendent, conducts administrative investigations into parent and/or student complaints and grievances.
- Recommends resolutions to complaints and grievances by remediating and resolving concerns.
- Reviews and approved extracurricular trip requests for secondary schools. Coordinates with the Transportation Director and the assigned Elementary Ed Executive Director to discuss trip requests when needed.

Student Assessment & Program Evaluation

- Evaluates student assessment results and submits recommendations to administrators, instruction specialists, classroom teachers, and staff as appropriate.
- Coordinates with the WCSD Counseling Coordinator to oversee student progress towards graduation and the credit recovery process.
- Evaluates assigned programs to ensure that objectives for student education are met.
- Conducts observations of the high schools and assists and advises high school principals. Supervises and evaluates the work of high school principals, ensuring the adherence to established WCSD policies, procedures, and standards.
- Oversees community education, high school athletics and activities, and driver's education programs.
- Oversees the WCSD Secondary Education Activities Directors. Provides professional learning and training to activities directors, ensuring the adherence to established WCSD policies, procedures, and standards.

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibility over the personnel staffed within their assigned area of responsibility as directed by the Secondary Education Assistant Superintendent.

Effectively evaluates assigned personnel according to the WCSD policy.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A Master's degree with a minimum of five years related administrative experience at the secondary education level.

CERTIFICATES, LICENSES, REGISTRATIONS

This position requires a Utah Administrative/Supervisory License.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands 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 regularly required to stand, walk, and talk or hear. The employee is frequently required to sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing 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 noise level in the work environment is usually moderate.

Prepared By: Assistant Superintendent, Secondary Education			Date: 05/07/2007
Approved By: Executive Director, Human Resources			Date: 05/08/2007
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Executive Director, Human Resources	Date: 06/02/2015
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 01/08/2019
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 11/21/2023
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	