



Job Title: Executive Director of Leadership

Wage/Hour Status: Exempt

Reports to: Deputy Superintendent

Pay Grade: Admin Pay 10

Dept. /School: Leadership

Days: 227

Supervises: Principals

Primary Purpose: Assist with evaluating and providing leadership for the areas of responsibility by directing and developing processes and outcomes to guide instructional improvement assigned on campuses. Develops an overall strategic plan for the elementary, middle, or high schools. Defines critical issues, identifies resource requirements, and sets bold, measurable, and achievable goals focused on student academic growth.

Qualifications:

Education/Certification:

- Master's Degree
- Principal Certification
- T-TESS and T-PESS Certification (preferred)

Special Knowledge Skills:

- Knowledge of computer based applications for program effectiveness and efficiency
- Ability to evaluate staff
- Ability to evaluate programs
- Ability to manage budget and personnel
- Ability to coordinate district function
- Ability to implement policy and procedures
- Ability to interpret data
- Strong communication, public relations, and interpersonal skills

Experience:

- Three years' experience as a classroom teacher
- Five years' experience in instructional leadership roles
- Alternatives which the superintendent may deem appropriate

Major Responsibilities and Duties:

❖ **Instructional Leadership**

- Ensure alignment of instructional goals and objectives of the district and campus.
- Facilitate needs assessment activities for planning a relevant program of action.
- Assist with development of relevant management systems and approaches to planning and evaluation.
- Assist in developing effective change strategies for program operations.
- Provide assistance in design and establishment of performance standards for district, campus, and students.



- Assist and work with the principals in providing services to special population students.
- Work with appropriate staff to develop, maintain, and revise programs and processes based on systematic review and analysis.
- Involve staff in evaluating and selecting assessment materials to meet student needs.
- Ensure the use of technology in the assessment and teaching-learning process.
- Plan the necessary time, resources, and materials to support accomplishment of goals.
- Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
- Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs.

❖ **Personnel Management**

- Recruits, selects, coaches, supervises, monitors, and evaluates the performance of principals.
- Actively support the efforts of others to achieve district goals and objectives and campus performance objectives.
- Assist with preparing, reviewing, and revising job descriptions.
- Assist with evaluation of job performance of employees to ensure effectiveness.
- Evaluate selected personnel.
- Ensure effective use and calibration of the Principal and Assistant Principal evaluation tools

❖ **School/Organization Climate**

- Work with other division supervisors in cooperative planning.
- Provide for two-way communication with all district personnel, staff, parents, and community.
- Demonstrate skill in conflict resolution with all district personnel, staff, parents, and community.

❖ **Professional Growth and Development**

- Actively engage in personal/professional growth by keeping up with current research and trends.
- Assists with staff development for the implementation of the accountability concept by designing and conducting developmental activities.
- Assist with effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
- Monitor professional research and disseminate ideas and information to other professionals.
- Perform such other duties as may be assigned by law, by the Superintendent, Deputy Superintendent, or as may be necessary for job effectiveness.



❖ **Administrative Services and Fiscal Management**

- Prepare drafts of needed Board policies and administrative regulations for review and action.
- Implement the policies established by federal and state law, State Board of Education rule, and local board policy in areas of responsibility.
- Compile, maintain, and present all physical and computerized reports, records, and other documents required.
- Assist with supervision of campuses for proper accounting to local, state, and federal agencies.
- Assist with administration of budget and ensure that programs are cost effective and funds are managed effectively.
- Assist with compiling budgets and cost estimates based on documented programmatic needs.

❖ **Community Relations**

- Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
- Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.
- Communicates effectively with board members, administrators, teachers, students, parents, community members, and business partners.

❖ **Supervisory Responsibilities:**

- Supervise and evaluate the performance of direct reports and support staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent districtwide and statewide travel. Occasional prolonged or irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I have read, understand and attest to the above description and funding relating to my daily activities.

Signature _____

Date _____