

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Director of Secondary Programming
Reports To: Assistant Superintendent of Academic Services

SUMMARY

Assists the Assistant Superintendent of Academic Services in the development and implementation of secondary curriculum and professional learning.

QUALIFICATIONS/REQUIREMENTS

The Director of Secondary Programming shall have completed the equivalent of at least a Master's Degree program with extensive coursework and experience in curriculum revision and development. Classroom teaching experience of 5 years is preferred with a valid Missouri teaching certificate. Experience and certification in secondary administration is preferred.

ESSENTIAL JOB DUTIES

- Partners with the Director of Elementary Programming to ensure vertical articulation and alignment of curriculum, instruction, and professional learning.
- Collaborates with the members of the Academic Services Department as well as with relevant stakeholders to meet the goals of the district strategic plan (CSIP).
- Leads the development, revision and implementation in all areas of secondary curriculum.
- Makes use of data to identify areas of curricular need as well as to improve student achievement.
- Works with stakeholders to analyze the secondary curricular needs of the District.
- Maintains the District budget for and facilitates the purchases of curricular resources.
- Provides leadership for and evaluates Content Leaders and Coaches.
- Engages in ongoing research and professional learning to remain current with best practices in curriculum, instruction, and adult learning.
- Collaborates with teachers, staff, and administrators to provide professional learning opportunities that support the continuous growth of all staff.
- Provides leadership in the development, support, implementation, and evaluation of the District's professional learning plan and services.
- Maintains the District's professional learning budget.
- Coordinates summer school for grades 6-12.
- Co-facilitates the District Professional Development Committee (DPDC).
- Maintains CTE grant budgets and spending.
- Actively participates in middle and high school and community programs.
- Demonstrates effective administrative, communication, organizational, problem-solving, and decision-making skills.
- Builds and maintains positive, professional relationships with district personnel, parents, and the community.
- Models a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
- Manages the Professional Development evaluation system and tracking.
- Oversees Pathways Programming management and community partnerships.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Assistant Superintendent of Academic Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Director of Secondary Programming shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.