



**EXECUTIVE DIRECTOR, SECONDARY TEACHING AND LEARNING**

**GENERAL RESPONSIBILITIES**

Under the direction of the Chief Academic Officer, the position is responsible for directing the development, implementation and coordination of curriculum and instructional programs at the secondary level.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervise the division-wide secondary instructional program.
- Coordinate curriculum and assessment development, implementation and revision.
- Evaluate the effectiveness of instructional methods and recommend revisions as needed.
- Provide regular, school-based instructional supervision to ensure alignment of written and taught curriculum.
- Provide guidance in the selection of textbooks and instructional materials for the program.
- Recommend expansion or elimination of courses and programs as necessary.
- Coordinate division-wide secondary education activities.
- Oversee online course development and implementation.
- Participate in instructional audits and academic reviews.
- Oversee the development and implementation of dual enrollment courses with local colleges and universities.
- Collaborate with the Department of Human Resources to interview and recommend candidates to fill instructional coordinator and instructional specialist positions; interview and recommend qualified candidates for instructional positions, as requested.
- Work collaboratively with coordinators and instructional specialists to prepare and supervise the program's budgets.
- Supervise the ordering, inventory, and distribution of materials and equipment for the secondary instructional program.
- Assist teachers in the improvement of instructional delivery and performance.
- Serve as the content specialist, resource and advisor to teachers, principals and central office personnel.
- Coordinate meetings with other content specialists, teachers, administrators and other central office personnel to disseminate information regarding current developments and teaching practices in the field.
- Work collaboratively with instructional coordinators to develop and conduct division-wide staff development for instructional staff.
- Oversee the development and implementation of professional development for all secondary instructional personnel.
- Represent the school division in educational projects and initiatives at the local, regional, state and national levels.
- Serve as the central office contact and liaison with parents and the community regarding the division's secondary instructional program.
- Perform related work, as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

Must have a thorough knowledge of the principles, practices, and procedures of school administration; policies and regulations governing the school division for local, state and federal entities; school division objectives, procedures, and organization; school personnel and administrative practices, procedures, and methods; principles and methods for curriculum and training design; teaching and instruction for individuals and groups; the measurement of training effects; and effective leadership practices. Must have the ability to demonstrate excellent oral and written communications skills; establish and maintain effective working relationships with school officials, administrators, teachers, staff and associates.

**EDUCATION AND EXPERIENCE**

Master's Degree and a Professional license required with endorsements in Administration and Supervision Pre-K-12. An Ed. S., C.A.S. or doctoral degree is preferred. Must have extensive administrative and educational experience.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

**SPECIAL REQUIREMENTS**

Possession of a valid Virginia Driver's License  
Regular and reliable attendance is an essential function of this position.