

Job Title:	School Leadership Executive Director (Elementary or Secondary)	Job Code:	3092
Job Family:	Certified	FLSA Status:	Exempt - E
Pay Program:	Administrative	Pay Range:	L 20
Prepared/Revised Date:	March 2017	Work Year:	12 months

SUMMARY: Lead efforts to improve student learning through the direct supervision of school administration. Responsible for supporting, guiding, problem solving, and coaching school administrators in instructional leadership, building a positive and effective school culture, and management of personnel. Guide, support, coach and develop school administrators with instructional practices that support the mission and vision of the district. Directly responsible for assisting a school(s) during any re-focusing efforts to improve a school’s leadership, culture, systems, structures, instructional practices and philosophies. During a time of re-focusing, will guide and support the principal to ensure student academic growth. Responsible for developing strategic learning opportunities for the principals during LINK opportunities

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Coach and support administrative staff in instructional leadership. Responsible for monthly level meetings for both principals and assistant principals. These meetings are focused on the dissemination of information and the continued development of school leaders.	W	25%
2. During school visits three days per week, will examine the teaching/learning cycle practices that the school is engaged in alongside the principal and other school leaders, followed by reflective conversations.	W	25%
3. Develop professional development opportunities for school leaders during once a month LINK time.	W	10%
4. Direct responsibility for any secondary school that is being re-focused.	D	15%
5. Assist principals in the development of effective school and classroom instructional practices.	Q	10%
6. Oversee the hiring process for school administrators and evaluate school principals.	Q	2%
7. Maintain and deepen current educational learning on an ongoing basis.	D	2%
8. Communicate and problem solve with parents, school staff, and administrators.	D	5%
9. Uphold and apply state laws, contractual obligations and district policies while ensuring due process.	W	2%
10. Manage assigned classified support personnel.	D	1%
11. Perform other duties as assigned.	On-going	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in education, curriculum or school leadership plus additional course work required for certification or licensure.
- Minimum of seven (7) years of experience in teaching and administration, including a minimum of five (5) years of experience as a school administrator.
- Experience at the elementary or secondary level depending upon area.
- Experience with teaching adults preferred.
- In-depth knowledge of elementary or secondary curriculum depending upon area.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Provisional or Professional Principal License.
- Criminal background check required at hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent oral and written communication skills, interpersonal skills (conflict management and resolution).
- Understanding of building level budgets, scheduling, hiring procedures, discipline and curriculum.
- Knowledge of shared decision-making procedures.

- Understanding of superintendent’s policies and Master Agreement.
- Demonstrated instructional leadership skills:
 - * Effective literacy and math instructional strategies
 - * Proven ability to initiate and implement change as necessary to improve student achievement.
- Demonstrated high level of:
 - * Coaching Skills
 - * Facilitation skills
 - * Ability to assist others in the change process
 - * Able to build adult leaders
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
	Chief Academic Officer	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	School Principals, Elementary, Middle, High,	13-16	3082, 3081, 3080,
for both	Classified support personnel	1	

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for overseeing the development, implementation and monitoring of all school budgets
- Supervise budget development, assignment of resources and reconciliation for each site.
- Develop and administer grant budgets for Title VI-D (class size reduction grant).
- Develop and oversee internal budget for operations and staff development of Executive Directors.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feed	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	