



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: DIRECTOR OF SECONDARY AND ADULT INSTRUCTIONAL SERVICES

QUALIFICATIONS:

1. Masters Degree or higher with certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
2. A minimum of three (3) years of school-based and/or district level administrative experience in public education or a minimum of five (5) years of leadership experience in public education.
3. A minimum of five (5) years of successful instructional experience in public education.
4. A minimum of three (3) years of experience must be in a 6-12 or Adult Education setting.
5. Hold or have eligibility for Florida Professional Educator Certificate.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

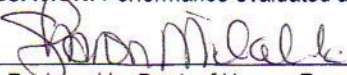
PERFORMANCE RESPONSIBILITIES:

1. Provides leadership for district staff and school-based personnel in the areas related to curriculum and instruction for 6-Adult, to include; Assessment, Staff Development, Teacher/Administrative Appraisal systems, school accreditation, textbook adoption, Career-Technical initiatives, academic fair programs, state and federal initiatives, as well as other secondary instructional and curriculum issues.
2. Collects, analyzes, and evaluates data related to 6-Adult instructional programs and student performance.
3. Works with school-based and district level administrators to determine and establish 6-Adult program priorities based on statute, rule, data analysis and research.
4. Guides and directs activities related to the implementation of statute, rules, policy, and best practice in all levels of the 6-Adult instructional program.
5. Coordinates the development, publication, and dissemination of information and materials related to 6-Adult.
6. Assists with the development and interpretation of School Board Policy related to 6-Adult.
7. Assists with the planning, implementation, and evaluation of staff development activities related to 6-Adult.
8. Serves as the liaison/contact with the Department of Education officials and other state agencies concerned with 6-Adult.
9. Participates in the selection, recommendation, and evaluation of assigned personnel.
10. Supervises, assesses, and develops the performance of staff as assigned.
11. Serves as the point of intervention and resolution of issues related to 6-Adult programs.
12. Provides leadership, knowledge, and expertise to personnel in other divisions as needed to build, support, and maintain a positive systemic relationship with an ultimate goal of success for all students.
13. Assists with the preparation of School Board agenda items including associated data, documentation, and recommendations.
14. Coordinates and supervises the implementation of grants, associated budgets, and program responsibilities.
15. Assists in reviewing, recommending and promoting the integration of instructional media into the 6-Adult curriculum.
16. Provides guidance and direction to the overall district and school improvement process.
17. Prepares, recommends, and administers division budgets for assigned programs.
18. Performs other incidental tasks consistent with the goal and responsibilities of this position.
19. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


Reviewed by Dept. of Human Resources

Date: _____
Adopted by Bay District School Board