



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Administration

JOB TITLE: Director of Education (PK-12)
Reports to: Superintendent/Assistant Superintendent

Job Purpose Statement: The position of Director of PK-12 Education provides central-level direction for the overall PK-12 schools program, including the setting of goals and priorities by schools and administrators. They participate as a member of the central administration cabinet facilitated by the superintendent/assistant superintendent. This position also focuses on closing the achievement gap for traditionally underserved students, ensuring equity in graduation rates and in college and career readiness, and cultivating diversity in leadership positions.

Essential Job Functions:

- **Participates** as a member of the instructional team and contributes actively to the overall planning, coordination, and implementation of a PK-12 instructional program
- **Helps** develop the instructional team goals and priorities for the PK-12 schools that parallel district and board goals
- **Responsible** for primary leadership of all schools' instruction department utilizing district policies, administrative regulations, Oregon Administrative Rules, Oregon Revised Statutes, employee contracts and district's budget guidelines
- **Helps** in supervision and implementation of state and federal grants which are linked to general education
- **Supervises** and evaluates all principals
- **Provides** guidance, resources, and technical assistance to schools by developing parent and family engagement plans. Help community organizations and related stakeholders (e.g. family support, early childhood education, child care, health and mental health, social services, etc.) connect with students, parents and families in need of services.
- **Responds** to external agencies, community groups and individual patron questions and concerns. This includes providing for parents an appeal step when resolving issues from district schools
- **Helps** develop and assist in the coordinating of professional development activities
- **Serves** as a member of the superintendent's cabinet and advises and supports the superintendent and assistant superintendent regarding curriculum and instructional matters
- **Serves** as part of the cabinet team who plans for and facilitates all principal meetings. Will attend all board meetings and prepare and present reports/responses as assigned
- **Prompt** and regular attendance
- **Collaborates** with other district administrators to provide professional development and coaching support for principals

Other Job Functions:

- **Serves** as member of the central office instructional team
- **Directs** and evaluates all school programs
- **Contributes** to student achievement by providing instructional leadership for instructional programs, evaluation of academic programs, development and coordination of curriculum and instruction planning and related activities
- **Ensures** that staff development occurs which supports state and district curriculum standards and instruction priorities
- **Promotes** district commitment to a climate of equity and inclusion through interaction with individuals and agencies inside and outside the District
- **Assures** accurate budget development and expenditure controls by appropriate use of resources, materials and supplies at the PK-12 level
- **Edits, revises, and publishes** the secondary school handbooks

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- **Contributes** to a positive educational climate in the district and in the community by involving appropriate parties, sensitivity to the feelings of others, multi-directional communication with staff and community, and application of sound judgment
- **Works** with assistant superintendent to prepare annual forecasts of staffing requirements for each building
- **Assists** in the planning of inservice opportunities and activities for administrators and other staff
- **Contributes** to the orientation of professional growth of staff new to the district by assisting the human resources department with plans for on-going staff development
- **Works** with the instructional team to direct the operation of the instruction department
- **Contributes** to the quality of staff by participating in the selection and recommendation for the hiring of PK-12 administrators
- **Assists** district negotiation team during collective bargaining
- **Assists** administrators in resolving personnel problems
- **Assists** principals in implementation of district initiatives as well as district policies and procedures
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Assists** schools in supporting safety and security operations
- **Uses data** to engage in joint work to monitor principals' ability to improve teacher performance and student achievement

Job Requirements-Qualifications:

Experience Required: Prior job related experience with increasing levels of responsibilities in school setting. Demonstrated experience closing the gaps in student achievement.

Skills, Knowledge and/or Abilities Required:

Skills to manage personnel and programs, communicate effectively, problem solve.

Knowledge of curriculum, education code, district policies as well as current educational trends and best practices in district initiatives.

Abilities to sit for prolonged periods, provide direction to others and make independent judgments, recall and maintain records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.

Educations/Licenses Required: Master's Degree. Eligible for appropriate Administrative License. Valid Driver's License and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Terms of Employment: 260 days per year. Salary to be established by the Administrative Salary Agreement.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

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David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.