

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE:	<u>Director of Secondary Education</u>
Reports to:	Assistant Superintendent / Chief Academic Officer
Qualifications:	Strong communication skills Ability to design and implement professional development programs for instructional and administrative staff Ability to work collaboratively with teachers and administrators Required criminal background check and proof of US citizenship or legal resident alien status
Supervises:	Teachers in designated program areas (6-12), program supervisors, building principals
Job Goal:	To improve instruction through the supervision, observation, evaluation, and professional development of teachers and administrators To improve programming through the coordination of district curriculum for grades 6-12
Certification:	Secondary Instructional, Principal
Experience:	Minimum 5 years secondary classroom experience Minimum 5 years administrative experience

PERFORMANCE RESPONSIBILITIES

1. Provides leadership and direction for continuous curriculum review and development in grades 6-12.
2. Coordination of professional development for 6-12 teachers
3. Assists the Assistant Superintendent / Chief Academic Officer in the administration of district assessment programs in grades 6-12.
4. Supervises and evaluates the activities of designated 6-12 district supervisory personnel.
5. Observes and evaluates teachers in grades 6-12 in the performance of their teaching duties.
6. Conducts and coordinates evaluation of 6-12 programs on a regular basis.
7. Certifies an annual inventory of instructional materials and equipment for designated areas.
8. Supervises the textbook and other materials selection process in grades 6-12, utilizing program supervisors and building principals as necessary.
9. Certifies the operating budgets in designated program areas.
10. Works collaboratively with building principals and program supervisors in the employment, dismissal, scheduling, and assignment of 6-12 teachers.
11. Coordinates programs and activities within the district, under the direction of the Assistant Superintendent / Chief Academic Officer.
12. Represents the school district at professional conferences, meetings, and workshops.
13. Performs such other tasks and assumes such other responsibilities as may be assigned by the Assistant Superintendent / Chief Academic Officer.

Board Approved: 7/24/14