

Hernando County School Board Florida

FLSA: Exempt, Non-Union

DIRECTOR OF SECONDARY PROGRAMS

Required Qualifications:

- Master's Degree
- Certification in Educational Leadership
- At least six (6) years of successful teaching or administrative experience at the middle/junior high school level
- Experience in curriculum leadership
- Ability to collaboratively work with schools to improve student performance
- Ability to interpret standardized test results
- Must possess a valid Florida driver's license

Performance Responsibilities:

- Plan, implement, supervise and evaluate all instructional activities for grades 6-12 as approved by the School Board and the Superintendent of Schools
- Provide assistance to school staff and administrators to improve instructional approaches and techniques
- Recommend, monitor, supervise, evaluate and revise instructional programs
- Monitor test results and provide assistance to improve student performance
- Analyze data to evaluate programs
- Assist with implementation of innovative practices
- Organize and implement professional development programs that relate to curriculum
- Work with the Professional Development Department to align curriculum and professional development activities with district, state and national initiatives
- Work with Director of Elementary Programs to develop short-term goals and a long-range K- 12 curriculum articulation plan
- Report necessary data and mandated reports to the Superintendent of Schools, the School Board and the Department of Education
- Assist with the selection of instructional materials and equipment
- Direct the coordination and evaluation of instructional materials selection, curriculum fairs and academic tournaments
- Maintain access to current professional development literature, professional organizations and workshops related to best practices and disseminate information to other departments, school-based administrators and teachers
- Provide direct supports to District and school staff in developing, implementing, monitoring, evaluating, and revising, as needed, annual School Improvement Plans (SIPs) for all schools
- Facilitate ongoing data and instructional reviews at assigned schools
- Recommend and monitor practices to increase opportunities for students in Advanced Programs such as AP/IB/AICE courses
- Oversee High School Graduation requirements for grades 9-12
- Supervise Math Coaches K-12
- Supervise Science Coaches 6-12

- Oversee and facilitate the Student Pupil Progression Plan with the Elementary Director
- Provide assistance to school staff and administrators to implement best practices for Accelerated Math Courses K-12 opportunities
- Keep the Assistant Superintendent of Teaching and Learning and Superintendent of Schools abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Sustain focus and attention to detail
- Perform other duties as assigned by the Assistant Superintendent of Teaching and Learning and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the Assistant Superintendent of Teaching and Learning, as assigned, and/or designee

Evaluation:

Annual evaluation done by the Assistant Superintendent of Teaching and Learning, as assigned, and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

63010

Board Approved: 05/06/08

Revised: 01/20/09, 03/03/09, 07/28/09, 05/17/11, 09/06/11, 06/05/12, 06/10/14, 7/6/2015, 06/25/19, 06/14/22