

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. JOB TITLE: Director of Secondary Education
- II. CERTIFICATION/QUALIFICATIONS: Intermediate Administrator and Supervisor Certificate issued by the State Department of Education. Minimum of eight years of successful experience in education, including five years of administrative or supervisory background. Experience at the secondary school level is essential.
- III. WORK YEAR: 12 months
- IV. REPORTS TO: Superintendent of Schools
- V. JOB GOALS: Supervise and evaluate the middle school principals; continuously improve the quality and effectiveness of the Grades 6 to 12 Program in cooperation with Headmasters, Principals, Curriculum Leaders, Coordinators, Director of Elementary Education and the Deputy Superintendent; support the secondary school principals in decision making in personnel, curriculum and fiduciary matters; oversee the administration of the Connecticut Academic Performance Test, Connecticut Mastery Tests and other district assessments at the secondary school level; coordinate all secondary grants; coordinate transition programs from grade five to six and from grade eight to grade nine for students and parents.
- VI. MAJOR RESPONSIBILITIES:
 - A. Administration
 1. Attends Board of Education meetings and work sessions to serve as advisor and resource to the Superintendent of Schools.
 2. Leads and contributes to various system-wide committees, study groups or task forces and building project committees.
 3. Participates as an active member of the central office leadership team.
 4. Ensures Pre-K to Grade 12 program alignment through strong collaboration with the Director of Elementary Education
 5. Leads and contributes to monthly meetings with the secondary building administrators, curriculum leaders and coordinators.
 6. Works cooperatively with administrators and other resource personnel to articulate the secondary program.
 7. Analyzes and disseminates multiple forms of student data, as individuals and in sub-groups, by school or by district, to guide decisions for improving instruction.
 8. Supports the secondary principals with their fiduciary and operational responsibilities.
 9. Coordinates activities and interests of community agencies who may participate in the various aspects of the secondary school program.
 10. Leads and contributes to the district curriculum coordinating council.

11. Coordinates all secondary level grants.
12. Performs all other tasks and duties as assigned by the Superintendent of Schools.

B. Supervision and Evaluation

1. Supports the middle school principals in the development, implementation and assessment of school improvement plans.
2. Ensures the effective performance of the middle school principals and all secondary curriculum leaders and coordinators according to the Plan for Administrator Evaluation and Professional Excellence.
3. Provides supervisory support and advice to the secondary administrators.
4. Collects and analyzes data from classroom and data team observations to support district and school improvement initiatives.
5. Ensures and supports the effective implementation of the supervisory protocol at the middle school level for certified and non-certified staff.
6. Supports the secondary principals with their administrative and supervisory responsibilities.

C. Program and Curriculum

1. Leads curriculum development for all secondary programs.
2. Promotes the application of current research in pedagogy through practices that are effective within the secondary school context.
3. Ensures that professional development opportunities support the school improvement work of the district.
4. Facilitates internal and external communication regarding the secondary school program to all segments of staff, the Board of Education and the public.
5. Assists the secondary building administrators in the implementation and evaluation of the middle and high school programs of studies.
6. Oversees and coordinates the Secondary Summer School Program.
7. Supports and evaluates the implementation of the middle school gifted and talented program.
8. Supports and evaluates the implementation of student success plans for all students, grades 6 -12.
9. Supports and evaluates the implementation of Scientifically Researched Based Instruction (SRBI) at the secondary level.
10. Oversees the administration of the Connecticut Academic Performance Test (CAPT), Connecticut Mastery Tests (CMT) and other district assessments for the secondary schools.
11. Maintains first-hand knowledge of the secondary instructional program through observations of classroom instruction and data teams.
12. Coordinates, reviews, and recommends to the Superintendent all budget requests which relate to the secondary program.