

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0160  
Pay Grade: C11

FLSA: Exempt  
Administrative

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| <b>EXECUTIVE DIRECTOR, HIGH SCHOOL EDUCATION</b>  |
| <b>REPORTS TO:</b><br>Associate Superintendent, Teaching and Learning Services  |
| <b>SUPERVISES:</b><br>Content Specialists<br>Instructional Staff<br>Support staff   |
| <b>QUALIFICATIONS:</b><br>Master's degree with state certification in Supervision at the elementary and/or secondary level, Educational Leadership, Administration, School Principal, or an equivalent certification as defined by the Florida Department of Education. Minimum of three (3) years administrative or supervisory experience and five (5) years related professional experience. Demonstrated experience in program planning and implementation. Demonstrated organizational, communication and planning skills. . Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality management within the first six (6) months of employment.  |
| <b>MAJOR FUNCTION</b>   |
| The Executive Director, High School Education is responsible for the administration, supervision and management of curriculum and instruction duties and functions. The duties will be identified and assigned through a cooperative working relationship with the Associate Superintendent, Teaching and Learning Services. Responsibilities include goal setting, planning, organizing, coordinating, decision-making, and communicating with central administration and school-based personnel.  |
| <b>ESSENTIAL RESPONSIBILITIES</b>   |
| <ul style="list-style-type: none"><li>• Responsible for the overall design and delivery of the high school curriculum at all schools</li><li>• Works with the Area Superintendents and Associate Superintendent, Teaching and Learning Services to ensure complete fidelity of the curriculum at all high schools</li><li>• Assists in the development and implementation of the Division Strategic Plan</li><li>• Helps define and interpret the district's educational goals, particularly those related to the Highest Student Achievement strategic direction</li><li>• Facilitates cross-functional articulation among work teams and departments within Teaching and Learning Services</li><li>• Works to forecast, plan, implement and improve the high school instructional program to support school improvement</li><li>• Assists with the establishment of budget priorities for high school programs</li><li>• Participates in departmental FTE projections, staffing model recommendations, problem-solving, public relations, and development of policies and procedures</li><li>• Assists in the communication of curriculum information to all principals and content specialists</li><li>• Assists with the coordination of graduations and awards</li></ul> |

## EXECUTIVE DIRECTOR, HIGH SCHOOL EDUCATION

### ESSENTIAL RESPONSIBILITIES (Continued)

- Works with the Associate Superintendent, Teaching and Learning Services and Executive Directors in the Teaching and Learning Services Division to coordinate all curriculum tasks
- Assists with the development and publication of curriculum materials, textbook recommendations, and course code directories
- Assists with high school Summer Bridge and Extended Learning planning
- Provides input to the district-wide professional education plan
- Communicates with university personnel to improve teacher-training programs and facilitate intern placement
- Maintains close relationships with community agencies
- Assists with the planning of educational specifications for new facilities
- Coordinates textbook planning and allocations of funds
- Monitors high school academic and related-arts textbook purchases
- Plans and conducts curriculum meetings
- Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals
- Assists with the development and implementation of the District Improvement Assistance Plan and the K-12 Reading Plan
- Assists schools in analyzing data to continually improve student achievement
- Contributes toward professional growth and performance through providing professional development opportunities for the members of the high school education team
- Participates in the School Improvement Plan review
- Coordinates high school task forces and steering committees
- Assists with the assignment of high school academic and related-arts units
- Represents the Associate Superintendent, Teaching and Learning Services on standing committees
- Plans and conducts high school assistant principals for curriculum meetings
- Performs duties and responsibilities as a Teaching and Learning Services team member
- Performs other related duties as required

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 3/01/13 LM; BOARD APPROVED: 4/23/13

**EXECUTIVE DIRECTOR, HIGH SCHOOL EDUCATION**

| WORKING CONDITIONS & PHYSICAL EFFORT:   | Seldom<br>Or<br>Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds  |                       |         | X      |       |        |
| 2. Lift objects weighing 21 to 50 pounds  | X                     |         |        |       |        |
| 3. Lift objects weighing 51 to 100 pounds   | X                     |         |        |       |        |
| 4. Lift objects weighing more than 100 pounds   | X                     |         |        |       |        |
| 5. Carry objects weighing up to 20 pounds   |                       |         | X      |       |        |
| 6. Carry objects weighing 21 to 50 pounds   | X                     |         |        |       |        |
| 7. Carry objects weighing 51 to 100 pounds  | X                     |         |        |       |        |
| 8. Carry objects weighing 100 pounds or more  | X                     |         |        |       |        |
| 9. Standing up to one hour at a time  |                       |         |        | X     |        |
| 10. Standing up to two hours at a time  |                       |         |        | X     |        |
| 11. Standing for more than two hours at a time  | X                     |         |        |       |        |
| 12. Stooping and bending  |                       |         | X      |       |        |
| 13. Ability to reach and grasp objects  |                       |         |        | X     |        |
| 14. Manual dexterity or fine motor skills   |                       |         |        |       | X      |
| 15. Color vision, the ability to identify and distinguish colors  |                       |         |        | X     |        |
| 16. Ability to communicate orally   |                       |         |        |       | X      |
| 17. Ability to hear   |                       |         |        |       | X      |
| 18. Pushing or pulling carts or other such objects  | X                     |         |        |       |        |
| 19. Proofreading and checking documents for accuracy  |                       |         |        |       | X      |
| 20. Using a computer to enter and transform words or data   |                       |         |        |       | X      |
| 21. Using various technology tools  |                       |         |        |       | X      |
| 22. Working in a normal office environment with few physical discomforts  |                       |         |        |       | X      |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions              | X                     |         |        |       |        |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions                     | X                     |         |        |       |        |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X                     |         |        |       |        |
| 26. Operating automobile, vehicle, or van   | X                     |         |        |       |        |
| 27. Other physical, mental or visual ability required by the job  | X                     |         |        |       |        |

Executive Director, High School Education – ADM