

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

Title: Director Secondary Education (6-12)

Qualifications:

1. Must hold acceptable NJ Administrative Certification and/or Principal Certification
2. Secondary Certification and five years secondary teaching experience required
3. Five years administrative experience required
4. Must possess strong communication, managerial, and leadership skills
5. Demonstrated knowledge of effective principles of teaching and learning in all levels of school programs
6. Demonstrated ability to function effectively in a diverse school community
7. Demonstrated aptitude or competence for assigned responsibilities
8. Demonstrated knowledge of effective public education programs, particularly magnet programs
9. Ability to follow directions and work as a productive component of a highly functioning administrative team
10. Required criminal background check and proof of US citizenship or legal alien status
11. Ability to work on site during the hours required
12. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable
13. Bi-lingual preferred

Responsible to: Superintendent

Job Goal: Responsible for overseeing all aspects of the assigned secondary (6-12) programs and curriculums, and to provide effective leadership which plans, implements, articulates and evaluates the effectiveness of those assigned programs; successfully aligning them to district objectives and state and federal mandates.

Performance Responsibilities:

1. Effectively works with principals to implement, monitor and improve upon the curriculums/programs assigned
2. Revises procedures and documents as required by changes in state, federal or district mandates
3. Assists with the preparation and administration of the assigned accounts in the school budget
4. Identifies priorities for program improvement based upon the analysis of data and performance indicators
5. Oversees and/or assists with the preparation of drafts for board policies and administrative rules pertaining to the areas assigned
6. Oversees and/or assists with the selection and use of assessment instruments which align to assigned programs and/or are required by the state
7. Maintains a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools
8. Assists in the recruiting, screening, hiring, training, assigning, evaluation, and removal when needed of staff assigned within the district
9. Keeps supervisors and school community informed of program requirements, events and activities
10. Attends Board meetings and prepares such reports for the Board as the Superintendent or designee may request
11. Evaluates the performance of assigned personnel in accordance with law, code and Board policy
12. Enforces all Board policies, administrative directions and state laws/regulations
13. Other unspecified duties as assigned or as related

Terms: 12 month, salary and benefits as determined by the Board.

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

Created: June 2016/BOE approved: 7.25.16

The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.