

	POSITION DESCRIPTION
Title: Director of Secondary Education	
Department: Educational Services	FLSA Classification: Exempt
Bargaining Unit: None	Work Year: 221 Days
Reports to: Assistant Superintendent of Student Support	Board Approval Date: 1/28/2026

Salary Grade: Scheduled Management Range 27

Primary Function:

Provide leadership, coordination, and support to the Secondary Division to assure the highest quality education to 7-12 students in the Santa Rosa Secondary District

Essential Job Functions include, but are not limited to the following:

1. Directs and coordinates the planning, implementation, and evaluation of grade secondary programs districtwide
2. Serves as a member of the Educational Services team
3. Provides district-level curriculum leadership
4. Assists principals and teachers in planning and administering the instructional program in all curriculum areas
5. Serves as instructional lead for Common Core standards implementation, State and District assessments
6. Collaborates with Secondary Directors, Coordinators, Teachers on Special Assignment, Executive Directors, and Assistant Superintendents to provide K-12 articulation for content subjects and projects
7. Provides oversight and management to the school sites and works together to implement the Board-adopted process for textbook and instructional materials selection
8. Directly oversees the ordering of adopted curriculum to stay in compliance with the Williams Act.
9. Directs the curricular work of Teachers on Special Assignment (TOSAs) and or Instructional Strategies Support Specialists
10. Works collaboratively with the Executive Director of Special Education and the Executive Director of Educational Services to support principals in the development of intervention programs for struggling students
11. Leads the development, implementation, and evaluation of staff development events to support the Theory of Action

12. Support schools with the implementation of the Positive Behavior Intervention Program
13. Provides oversight for the grants and programs specific to Secondary Education
14. Develops programs and partnerships with community-based organizations and the county to build full-service community schools
15. Partners with the Director of Elementary Education in leading the District English Language Advisory Committee and oversees the secondary schools' implementation of the site English Language Advisory Committee.
16. Supports site implementation of Designated and Integrated English Language Development.
17. Coordinates district-wide events to support a college and career readiness culture
18. Oversee and develop extended day opportunities, including but not limited to summer school, to support students in achieving graduation
19. Provides support to the Educational Services Department, Secondary Division by:
 - a. Provide assistance for categorical, special programs and grants
 - b. Providing leadership in short and long-range planning
 - c. Keep informed and educate the Educational Services team in current trends in Secondary Education
 - d. Assist in the development of school board policies
 - e. Prepare all required reports and maintain all appropriate records
 - f. Monitor program and special project budgets as assigned
 - g. Serve as a member of the management negotiating team for CSEA or SRTA
 - h. Assist sites in planning and implementation of summer secondary programs
 - i. Serve as line support for assigned schools, fielding parent, principal and staff questions
 - j. Perform evaluation of assigned certificated and clerical staff
20. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum of five (5) years teaching
- Minimum of three (3) years Site administrative experience
- Experience in secondary school education

Licenses/Certifications:

- California Administrative Credential

Knowledge of:

- 7-12 curriculum, instruction, and pedagogy.
- Current educational research and evidence-based programs and initiatives.
- Effective strategies, curriculum, and instruction for use with English Language Learners. Alternative school settings.
- State and Federal Programs.
- Research-Based Student Behavior Intervention Practices.
- Special Education and the related laws and regulations.

Ability to:

- Clearly and effectively communicate with a variety of audiences.
- Clearly express information in written formats.
- Establish and maintain positive relationships with school and district personnel.
- Act in a professional and positive manner.
- Use tact, patience, and courtesy.
- Provide leadership with respect to the implementation of Board-adopted curriculum and policies, and the Strategic Plan.
- Strategically think with a proven record of consistently exceeding goals in an educational setting.

Working Conditions

- Office environment as well as many hours spent outside on the campus or inside various classrooms.
- Hours may vary to meet school needs.
- Some local and out-of-county travel may be required for the purpose of meetings, events and other activities.

Physical Abilities

- Sitting for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds.