

INGLEWOOD UNIFIED SCHOOL DISTRICT
invites applications for the position of:

Executive Director of Secondary Support Services

An Equal Opportunity Employer

SALARY: \$81,982.08 - \$121,760.40 Annually (plus 5% scarcity differential)

GENERAL STATEMENT OF DUTIES:

IUSD MISSION:

Our mission is to nurture, educate, and graduate students who are self-responsible and self-disciplined; who are critical and creative thinkers; who master the core academic disciplines; and who are advocates for equity and social justice for self and their community.

IUSD EQUITY PRINCIPLE:

At every point along their educational journey, each student will be provided personalized opportunities and equitable resources for consistent academic and social-emotional growth, steady progress toward high school completion, and readiness for post-secondary experiences of their choosing.

LEARN MORE ABOUT IUSD:

- [Board of Education](#)
- [Message from Dr. Torres](#)

Description

Under the direction of the Chief Academic Officer , the Executive Director of Secondary Schools will be responsible for the overall management and supervision of the Curriculum, Instruction, Assessment, and Professional Development Program for the District and secondary school sites, and perform a variety of functions relating to curriculum, instruction, professional development and standards implementation. The Executive Director of Secondary Schools is a member of the District School Leadership Team.

ESSENTIAL FUNCTIONS:

REPRESENTATIVE DUTIES:

Required Functions

1. Provide district wide leadership in the establishment and implementation of California Content Standards and data management systems to support student learning and program assessment and evaluation;
2. Select, train, supervise, and evaluate certificated and classified staff;
3. Knowledge of and expertise in supervising the ongoing development of master schedules that reflect equity and supports ongoing student achievement for all students.
4. Demonstrate a deep- understanding of secondary structures including pathways, CTE, Linked Learning, Develop relationships with organizations to support this work.
5. Supervise Secondary Administrators and staff.
6. Plan, prepare, and present professional development activities; and provide professional development assistance to schools; and evaluate professional development activities. Recommend high quality professional development in the area of California Content Standards for administration and lead teachers;
7. Provide support to schools in the development and implementation of standards and periodic assessments.
8. Have knowledge of instruction for English Learners and students with disabilities programs and settings;
9. Ability to analyze data, make recommendations and solve problems efficiently and effectively;
10. Work in partnership with other Education Services departments and the Los Angeles County of Education to create and coordinate curriculum and professional development projects that integrate technology and support the implementation of the IUSD Instructional Technology Plan;
11. Represent the District at conferences and serve as a representative on regional and statewide programs, committees, and councils;
12. Develop, administer, and supervise budget(s), contracts, and agreements for curriculum, instruction, assessment, and professional development.
13. Prepare reports, contracts, updates, and related materials for the District, state, and County Office of Education;
14. Plan, organize and implement programs with other agencies and consultants to maximize resources to support district programs;
15. Maintain contact with and participate in professional job-related organizations, and maintain professional competencies in areas of responsibility;
16. Keep abreast of new developments and research in education, keeping district administrators and their staff current as to these developments;
17. Interpret educational program guidelines and federal and state requirements to district administrators, school boards, staff, parents, and community members;
18. Establish and maintain clear communication and cooperative working relationships with clients, staff, other agencies, regional and state administrators through a variety of means;
19. Ability to provide recommendation of plan for schools in program improvement. Develop, plan, and implement action steps for improvement with the site administrator. Evaluate program design of action with principal on a quarterly basis.
20. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

QUALIFICATIONS:

1. At least five (5) years of administrative experience in activities related to curriculum, instruction, assessment, and professional development.
2. School site administrative experience in secondary education.
3. Proven ability to improve student performance and experience providing training to teachers on curriculum instruction, assessment and evaluation;
4. A Master of Arts Degree in educational administration; curriculum and development; or other related field;
5. Administrative services credential.

APPLICATION & EXAMINATION PROCEDURES:

APPLICATION PROCEDURES

All interested applicants must attach the materials listed below at the time of application for hiring consideration:

1. Copy of Credential (Valid California Administrative credential)
2. Resume outlining experience
3. Letter of Introduction
4. Three (3) current letters of reference, including one from your current supervisor, letters should be dated within two (2) years
5. Copy of Transcripts showing M.A (Unofficial transcripts are acceptable, however, official transcripts must be submitted if selected for this position.)

Testing:

Qualification for employment includes completion of online training in the following areas:

- New Employee Training
- Preventing Workplace Violence
- Bloodborne Pathogens
- Sexual Harassment
- Child Abuse/Mandated Reporter

Upon offer of employment, candidates will receive information and directions regarding this training.