

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

DIRECTOR OF M.I.S. AND SECONDARY PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in educational leadership or related field.
- (3) Minimum of six years successful educational experience to include experience as a secondary school principal preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of learning theory, program planning, development, management and evaluation. Ability to interpret test results and develop instructional programs to address program needs. Knowledge of Blueprint 2000 and Blueprint 2000 - The Transition System. Knowledge of effective schools concepts and principles. Knowledge of state-of-the-art research and best practices in areas of responsibility. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.

REPORTS TO:

Superintendent

JOB GOAL

To provide leadership and technical support in the planning, development, implementation and evaluation of high quality secondary education programs designed to meet the needs of students throughout the District.

SUPERVISES:

Data Processing Manager
Systems Programmer Analyst
Network Analyst
Accounting/Computer Specialist
General Office Accounting II
School Resource Officer
ESOL Facilitator
Firm Tec Facilitator

PERFORMANCE RESPONSIBILITIES:

- (1) Direct and coordinate the planning, implementation, articulation and evaluation of relevant secondary curriculum and instructional programs.
- (2) Administer District-wide basic secondary education programs.

Board Approved December 14, 1999
Amendment Board Approved April 15, 2003

DIRECTOR OF M. I. S. AND SECONDARY PROGRAMS (Continued)

- (3) Coordinate the development, implementation and evaluation of District-wide curricula for secondary education.
- (4) Direct, monitor and evaluate curriculum studies and special projects.
- (5) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.
- (6) Maintain a close working relationship with school administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (7) Assist in the coordination and implementation of Blueprint 2000, School Improvement Program.
- (8) Assist in the development, utilization, revision and dissemination of instructional program material and technology.
- (9) Develop and monitor an articulation plan for secondary curriculum and instructional programs.
- (10) Coordinate the evaluation and selection of instructional materials and technology equipment and software.
- (11) Coordinate the infusion of federal and compensatory education with the regular curriculum at the secondary level.
- (12) Develop the District's secondary summer school plan and assist with implementation.
- (13) Oversee categorical and special programs and grants for secondary programs as appropriate.
- (14) Coordinate the development and implementation of performance standards for grades 6 - 12.
- (15) Provide assistance for the implementation of the District's student progression plan.
- (16) Provide assistance for the Southern Association of Colleges and Schools accreditation process.
- (17) Monitor assessment test and Vital Signs results and take steps to promote student achievement in areas needing improvement.
- (18) Develop and manage budgets as required.
- (19) Approve purchase orders for projects.
- (20) Approve student transfer request forms.
- (21) Coordinate Academic Bowls.
- (22) Revise handbooks each year for different programs.
- (23) Prepare Instructional Calendar for each year.
- (24) Serve as Vice-Chairman for Chipola Regional Science Fair.
- (25) Assist County Office staff and schools with pricing information and recommendations on purchasing computers, hardware, software, textbooks, etc.
- (26) Coordinate in-service training for ESOL teachers.
- (27) Contact schools for placement of Student Interns from colleges/universities.
- (28) Monitor all aspects of the Student Database, including transmission of data to Department of Education for FTE evaluation.
- (29) Monitor Internal Accounting software at the majority of the school sites.
- (30) Coordinate activities between the JCSB and Juvenile Justice authorities.
- (31) Coordinate FTE procedures, data collection, reporting and transmission of data to Tallahassee.
- (32) Participate in the negotiations of Instructional Staff Contract.
- (33) Chair Instructional Council meetings, data-review meetings, and calendar meetings.

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DIRECTOR OF M. I. S. AND SECONDARY PROGRAMS (Continued)

- (34) Supervise the writing of applications for grants to fund special programs.
- (35) Supervise the installation and use of communication lines connected to FIRN to Internet usage.
- (36) Compile end-of-year reports on FIRNTEC and Federal Projects.
- (37) Supervise maintenance of County Office equipment.
- (38) Perform other incidental tasks consistent with the goals and objectives of this position.
- (39) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 12-15
12 months
7.5 hours per day

EVALUATION:

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