

**PUEBLO SCHOOL DISTRICT 60**  
**ADMINISTRATIVE JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Executive Director of Secondary Education and CTE  
**Prepared Date:** 7/2/2018  
**Revised Date:** 9/1/2023  
**Work Year:** 220 days  
**Department:** Learning Services  
**Reports To:** Assistant Superintendent of Teaching and Learning  
**Salary Range:** APT Salary Schedule  
**Benefits:** Fringe Benefits based on Schedule C Benefits  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The Executive Director of Secondary Education and CTE is responsible for the overall student achievement and successful operations of Pueblo School District 60's secondary schools and programs including four comprehensive and one alternative high school. Significant emphasis will be placed on supporting, coaching, and evaluating principals; including leading district-level professional development, facilitating job-embedded principal learning labs, and working collaboratively with other district instructional leaders. A strong knowledge of and experience with data-driven instructional practices, leading PLCs, observation/feedback processes, instructional coaching, Career and Technical Education (CTE), and new Colorado graduation guidelines is required. Must possess ability to accelerate student achievement in high needs school environments, and the skills necessary to build strong interpersonal relationships in order to coach and develop other instructional leaders and communicate successfully with all school district stakeholders.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- Colorado Principal License within 60 days from date of hire
- Master's Degree in Education related field
- Three (3) years of successful Principal experience
- Five (5) years of successful classroom teaching experience
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous experience in District level administration
- Secondary level administrative experience

**KNOWLEDGE AND SKILLS:**

- Ability to plan, organize, and direct a comprehensive secondary education program aimed at preparing every student for success
- Ability to represent the Assistant Superintendent of Teaching and Learning Services in performance of duties
- Ability to assist the Executive Director of Continuous Improvement and Innovation with continuous improvement efforts of turnaround and priority improvement schools, as appropriate
- Ability to lead improvement efforts toward identified instructional targets by motivating and mentoring building-level administrators and facilitating systemic change strategies, with an emphasis on progressive educational practices
- Ability to work collaboratively with the Executive Director of Elementary Schools regarding school leadership and effective schools
- Experience in supervision of and contribution to the performance evaluations of school leaders
- Ability to coach and develop other instructional coaches
- Knowledge of best practices in curriculum and instruction, policy and procedure, management, accounting, interpersonal relations, program evaluation, leadership development, school improvement, budget management, negotiation, and use of technology
- Skill in consensus building and conflict resolution
- Skill in managing projects, providing leadership and direction towards a common objective
- Skill in directing professional, technical, and administrative support staff
- Ability to respond quickly to changing conditions
- Ability to think strategically and develop both short and long-term plans to meet an objective
- Ability to develop and administer department goals, objectives, and procedures

- Ability to research, analyze, and evaluate new service delivery methods and techniques
- Ability to collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Ability to present technical information and data in an effective manner and prepare complex financial statements, reports, and analyses
- Ability to establish and maintain effective working relationships with school communities, staff, board members, committee members, public officials, and the general public

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Develop principals to lead and manage highly-effective instructional teams and accelerate both teacher practices and student achievement
- Provide a communication link essential to the decision-making process between the Assistant Superintendent, Superintendent, and other District leaders.
- Collaborate with other Executive Directors and appropriate staff to ensure continuous improvement efforts are supported.
- Collaborate with the Executive Director of Continuous Improvement and Innovation to offer additional support to turnaround and priority improvement schools.
- Provide leadership to secondary principals (and other staff) to develop school improvement plans and monitor progress throughout the process.
- Provide leadership in the allocation and management of personnel in assigned schools.
- Responsible for developing and managing the budget for Secondary Operations
- Identify leadership potential in school/district personnel and communicate as such to the Assistant Superintendent
- Provide support to school leaders regarding strategic use of time, people, and money (budget process, personnel hiring, scheduling, etc.)
- Analyze school reports and performance data to provide direction and program planning.
- Coach and evaluate principals
- Plan and facilitate professional development opportunities
- Lead data-driven discussions and decision making structures
- Provide administrative guidance and ensure compliance with Board policy and state/federal regulations and statutes.
- Attend Board of Education meetings, plan and present information to the Board as requested by the Assistant Superintendent.
- Serve as a team member to Learning Services Leadership Team and the Superintendent's

Cabinet and actively participate in district-wide planning, development, and evaluation to support school development; align resources to meet the District's goals.

- Respond directly to parent concerns and support principals to address parental concerns
- Supervise and lead career and technical education programs and district personnel
- Support the development and implementation of Colorado's new graduation requirements
- Support concurrent enrollment and alternative pathways to successful high school graduation

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Assistant Superintendent of Teaching and Learning

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 6 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (6 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		

Using foot control			<b>X</b>		
*Pushing/Pulling Maximum weight: <b>50</b> lbs.		<b>X</b>			
Lifting Maximum weight: <b>50</b> lbs.			<b>X</b>		
Carrying Maximum weight: <b>50</b> lbs.			<b>X</b>		

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.