

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Director of Secondary Schools  
**Department:** Secondary Education  
**Reports to:** Associate Superintendent for Secondary Education  
**Prepared Date:** June 14, 2016

**SUMMARY of RESPONSIBILITIES**

Serves the Anoka-Hennepin School District as administrator of middle schools by performing the following duties.

**DUTIES AND RESPONSIBILITIES**

- Assumes general administration, through supervision of building administrators and secondary programming needs for middle school sites, including but not limited to staffing conversations, employee evaluation, program development, and coaching building administration.
- Assumes key leadership and works with the Directors of Curriculum, Instruction, and Assessment to ensure a comprehensive educational program for increased learner performance at the middle school level with a smooth transition from the elementary to secondary levels.
- Manages and participates in the development and administration of the budget for assigned programs and recommends budgetary adjustments as necessary.
- Collaborates with the Associate Superintendent regarding requirements and needs of secondary-level education.
- Understands School Board policies, communicates guidelines inherent in those policies and oversees implementation of policies within area of responsibility.
- Collaborates with the Q-Comp Administrator regarding requirements and needs of the Q-Comp program.
- Collaborates with the leadership team in ensuring the implementation of the Anoka-Hennepin District Diversity Plan to increase awareness of racial and ethnic diversity. Facilitates and supports the recruitment and retention of diverse employees.
- Directs and administers the creation of the district's calendar through its calendar committee process.
- Performs other tasks and assumes other responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises middle school principals and schools. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include but are not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

## **EDUCATION and/or EXPERIENCE**

Requires Master's degree in education or related field.

Requires ten years of progressively responsible experience in teaching and educational administration (including a minimum of two years in a school-based administrator position preferred), with demonstrated success in leading school improvement initiatives that resulted in measureable and improved student achievement. Proven experience in designing and leading systemic change in a large, complex, and diverse school district.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Requires current valid Minnesota K-12 Principal License.

Requires current valid Minnesota Superintendent License.

## **KNOWLEDGE, SKILLS & ABILITIES**

Communicate effectively with internal and external stakeholders; demonstrate strong oral and written communication, interpersonal and team building skills.

Establish and maintain effective working relationships with school board members, employees, parents, and community members that are reflective of community values and a multi-cultural community.

Motivate administrators and teachers to perform at the level necessary to improve student achievement.

Knowledge of recent federal and state legislation concerning schools and standards.

Ability to problem solve in a variety of settings.

Ability to maintain regular attendance, which includes completing an assigned day.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk, hear, stand; walk; sit; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus. Work is often performed in buildings throughout the district. Ability to travel between buildings during the duty day is required.

## **WORK ENVIRONMENT**

Most work is performed in an office setting, in meeting rooms or classrooms, often in buildings throughout the district. Ability to travel between buildings during the duty day is required.

Ability to work into evening hours is often required.