

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: _____

Budget Year:
2008-2009

Budget Code:

Contingency Budget:

Position Title:
Director of Secondary Education (6-12)

Hours per day:
Full Time
from: to:

Assigned School for the Year:
Central Office

Salary (check one)

- ☐ \$ _____
- ☒ Commensurate with qualifications and experience - Act 93
- ☐ Per contract or salary plan

Type of Employment (check all that apply):

- ☒ Permanent ☐ Temporary ☐ Supplemental Contract
- ☒ Administrative ☐ Certificated ☐ Support

Reason (check applicable reason):

- ☒ New Position ☐ Increased workload (temporary only)

Justification: Why do you need this position filled? (Please be specific)

1. Job Description Attached.
2. Assistant Superintendent eliminated-new director to supervise Secondary Principals and Staff.
3. See Organizational Chart for roles and responsibilities.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: When approved by Board of Directors.

Journals and newspapers

- ☐ Warren Times Observer ☐ Jamestown Post Journal ☐ Erie Times
☐ Pittsburgh Post Gazette ☐ PA State Colleges
☒ Other Internal Posting
☐ Professional Journals (Please provide title, exact address, phone number & fax number)
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ITEM 3: QUALIFICATIONS (Specify required or preferred education, skills and experience as appropriate. Attach a copy of the job description for the position which lists job classifications, start and ending dates of position and the exact number of hours and times to be worked.)

See attached Job Description.

ITEM 4: MEMBERSHIP OF THE SEARCH COMMITTEE (Designate Chair)

Superintendent and Board of Directors will determine committee.

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

Based on qualifications and experience.

REQUESTED BY:		APPROVED BY:	
Administrator Signature	Date	Director Signature	Date
		<i>Robert E. Linnell</i>	4-23-08
		Superintendent Signature	Date

**Warren County School District
185 Hospital Drive
Warren, PA 16365**

DIRECTOR OF SECONDARY EDUCATION (6-12)

QUALIFICATIONS:

1. A valid Pennsylvania Certification in School Administration and a Letter of Eligibility or a Pennsylvania Certificate for Supervision of Curriculum and Instruction are required. If no certification beyond School Administration is possessed, within one (1) year of hire, the employee would be required to be enrolled in a certification program and within two (2) years from enrollment, obtain either a Letter of Eligibility or Supervisor of Curriculum and Instruction certification.
2. At least five (5) years successful experience in public education, including secondary school instruction and/or administration/supervision.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent and/or designee

PERFORMANCE RESPONSIBILITIES:

1. Formulates and operates in conjunction with professional staff and administration a positive, curriculum-building program, including the development, implementation, evaluation, and revision of the grade six through twelve programs of instruction and services.
2. Develops and facilitates professional development programs for all professional staff.
3. Informs the administration and instructional personnel of current research based programs and/or strategies to enhance the instructional areas.
4. Recommends innovative programs to improve instruction and educational services concerning curricular revisions and other changes.

5. Involves appropriate instructional and administrative staff in the textbook selection process, and makes recommendations to the Superintendent for textbooks and supplementary book adoptions.
6. Analyzes assessment data and facilitates the review of assessments, instructional materials, and curricula to ensure the quality, content, and form of these materials and content are directed toward the development of improved instruction for all children.
7. Collaborates with the Coordinator of Technology Services to implement the Districts technology plan in grades 6-12.
8. Assists with the recruitment, selection and training of new school staff.
9. Contributes to the preparation and administration of the School District Budget.
10. Communicates with principals, department coordinators, guidance counselors, and teachers to ensure continuous curriculum development for all levels of instruction.
11. Provides an opportunity for members of the department to review assessment materials. Makes recommendations to the respective principals for budgetary allocation for acquisition of such resources.
12. Assists the principal in review of the budgetary allocations and serves as a receiving agent for requisitions which require financial expenditures.
13. Functions as a resource person for the department on any testing issues.
14. Collects, packages and ships assessment documents to scoring companies.
15. Works with secondary building counselors to inventory and order testing materials and scoring services.
16. Works with department coordinators and participates/facilitates in appropriate meetings.
17. Supervises all external testing; i.e., (SAT, ACT, PSAT) and end-of-year Advanced Placement Testing.
18. Assists in the dissemination of assessment results.
19. Maintains a file of assessment summaries and prepares District profile for the Board.

20. Coordinates District assessment and confers with principals and teachers regarding their results.
21. Monitors the receiving and storage of testing materials, student record forms, and files.
22. Collaborates with Director of Special Services to review guidelines for the testing of students with special needs.
23. Performs such other tasks and assumes other responsibilities as assigned by the Superintendent.
24. Oversees the alternative education program.
25. Facilitates enrollment and placement of foreign exchange students.
26. Coordinates the district dual enrollment program.
27. Directs the implementation and oversight of graduation projects.
28. Works with the appropriate authorities relevant to juvenile probation and incarcerated youth.
29. Coordinates student hearings.
30. Facilitates summer school planning.
31. Coordinates the library and media services.
32. Oversees the school nurses and their assignments.

TERMS OF EMPLOYMENT: Salary and benefits to be determined in accordance with the Administrative Compensation Plan established between the Act 93 Group and the Warren County School District Board of School Directors.

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of the Administrative Personnel.