



# Deer Valley Unified School District

---

## JOB DESCRIPTION

JOB TITLE: **Director of High School Leadership and Services**

JOB CODE: **#4-2051**

Position Type: <b>Exempt</b>	Department: <b>Administrative Leadership and Services</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Associate Superintendent of Administrative Leadership and Services</b>
Salary Range: <b>9</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>November 19, 2013</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Guides all leaders to meet the district mission and vision.
- Assists the principals in planning and administering the instructional program through:
  - assisting in master scheduling and staffing
  - reviewing Continuous Improvement Plans and Professional Development Plans for alignment
  - assisting in teacher evaluation and remediation plans
  - aligning budgets and gaining additional resources
  - assisting in the analysis of school data to identify needs
  - developing benchmarking sites for improvement
- Provides leadership by:
  - maintaining communication with principals and school staff
  - ensuring alignment and integration at the K-12 system
  - providing expertise based on experience and research
  - working with each group of high school assistant principals (curriculum, activities, athletics) to ensure communication and a system's approach to the district non-negotiables
  - engaging in problem solving with principals
- Develops, assists and monitors the articulation plan for K-12 instructional programs.
- Provides assistance for the accreditation process.

- Serves as the district coordinator for the district achievement testing program for grades 9-12.
- Assists in the development of administrative guidelines (Administrative Management Guidelines)
- Assists in the development of school board policies and procedures for K-12.
- Assists in the development, implementation, and evaluation of staff development activities.

**MARGINAL DUTIES:**

- Coordinates and approves all research proposals.
- Prepares all required reports and maintains all appropriate records.
- Completes other job related duties as assigned by the department.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises administrator at Crossroads Alternative School.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with the District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.

- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have a valid Arizona Administrative Certificate.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

**EDUCATION AND/OR EXPERIENCE:**

- Master's Degree or higher is required.
- High School Principal experience is required.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze, and interpret professional periodicals and journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.  
Demonstrates to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*