

KYRENE SCHOOL DISTRICT, ARIZONA

POSITION DESCRIPTION

POSITION TITLE: Director of Schools

BAND	GRADE	SUBGRADE
E	8	2
DEPARTMENT: Administrators	ACCOUNTABLE TO: Superintendent	FLSA STATUS: Exempt
POSITION SUMMARY: Incumbent is responsible for administering, directing and evaluation of the District's building administrators. Duties include: assisting in the development of school/departmental improvement plans; directing research projects; assisting in grant applications; ensuring compliance with state and federal legal requirements; attending Governing Board, Superintendency, and Cabinet meetings; supervising staff; maintaining ongoing effective communication with district administration, schools, community, and all assigned staff; managing resources to include budget, personnel, and facilities; implementing broad-based decision making processes, incorporating effective intra-staff communications; developing and recommending policies; and advising the Superintendent and Governing Board.		
DISTINGUISHING CHARACTERISTICS: The director is a stand-alone classification. The director is distinguished from executive director/assistant superintendent which has substantial interaction with the governing board providing advice and also participates in, and is recognized as part of the superintendency.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises assigned elementary and middle school principals.		
2.	Works with Program Directors to improve student performance.		
3.	Administers and supervises assigned district program services in accordance with Board Policy, federal and state laws and regulations.		
4.	Assists in the development of school and departmental improvement plans reflective of the district's strategic plan and board goals to increase student performance.		

KYRENE SCHOOL DISTRICT, ARIZONA

POSITION DESCRIPTION

POSITION TITLE: Director of Schools

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
5.	Coordinates and reviews board policy revisions as related to areas of direct responsibility.		
6.	Ensures that program effectiveness, practices, expenditures and policies are communicated effectively to each school staff and the public.		
7.	Coordinates the development and administration of budgets for assigned programs.		
8.	Attends Governing Board, Superintendentcy, Cabinet and Principal meetings.		
9.	Develops the final summative evaluations of assigned principals and oversees their work and training as instructional leaders.		
10.	Participates in, and when necessary, directs involvement with other districts, universities, and institutions of higher learning.		
11.	Proposes staffing for schools in conjunction with other Assistant Superintendents and the Superintendent.		
12.	Serves as the District Crisis Leader; coordinates and organizes all site plans and related training; assists the district with protocols and communications for use in Crisis Response.		
13.	Other duties as assigned.		

KYRENE SCHOOL DISTRICT, ARIZONA

POSITION DESCRIPTION

POSITION TITLE: Director of Schools

Knowledge (position requirements at entry):

Knowledge of:

- Basic principals of-instructional design and development
- Federal and State laws governing public school-operations
- School district policies and procedures;
- Budgeting and accounting.

Skills (position requirements at entry):

Skill in:

- Using computer and accompanying software applications;
- Reading, analyzing, and interpreting complex documents, laws, and regulations;
- Writing original documents and letters
- Working with mathematical concepts and formulas including statistical information, percentages, and ratios;
- Public relations and speaking effectively and persuasively to groups and boards including negotiation techniques and collaborative approaches;
- Problem solving and applying principles of logical or scientific thinking to a wide range of intellectual and practical problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Master's degree in educational administration, education or closely related field and three years experience as a manager; and/or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Administrative Certification
- State of Arizona Principal Certificate

KYRENE SCHOOL DISTRICT, ARIZONA

POSITION DESCRIPTION

POSITION TITLE: Director of Schools

Physical Requirements:

Positions in this class typically require: reaching, fingering, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to high stress, high intensity of workload, little control over crises, situations, and respective time lines, and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Date: 4/02