

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**Job Description**

**Job Title:** Director of High Schools

**Department:** Instruction

**Date:** January 2014

**Reports To:** Chief Academic Officer

**Grade:** 510

**Calendar:** 12 month

**Purpose of Job**

The purpose of this position is to ensure that each secondary school student is provided with the richest educational experience the district can provide.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Conducts analyses of instructional programs and materials, and works to assure that courses are designed with adequate attention to scope and sequence for effective learning.

Stimulates experimentation, visitation, scrutiny of objectives, and enrichment of curricula and teaching methods by secondary school instructional staff.

Observes the in-class performance of teachers, and confers and consults with principals regarding their professional development.

Serves as a resource person for or leader of curriculum studies and staff development.

Assists principals in the planning and implementation of effective programs of supervision and evaluation.

Stays informed of current trends and practices in the various subject matter fields and disseminates professional information and materials to secondary staff.

Schedules and directs staff development for secondary school staff and participates in department meetings.

Guides research, textbook selection, examination procedures, the setting of grading standards, and the effective use of facilities and equipment at the secondary school level.

Plans and supervises the instructional orientation program for new secondary teachers.

Supervises and coordinates the work of members of the instructional staff who provide special services to the secondary schools.

Coordinates and maintains such record keeping as is necessary.

Assists in the recruitment, screening, hiring, and assigning for new secondary school personnel.

Oversees and assists administering the secondary education budget.

Participates in the work of state and national secondary instruction associations and study groups.

Monitors and maintains appropriate data to ensure the effectiveness of programs.

These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

#### **Additional Job Functions**

Performs other duties as required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Minimum 3 years successful experience as a principal of a secondary school and Master's Degree or higher in Administration and Supervision; or any combination of training, education and experience deemed by the Director of Schools to be an appropriate substitute for the foregoing requirements. **Tennessee Driver's License.**

#### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job of Director of High Schools. Has general knowledge of Director of High Schools practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary, including the handling of emergency situations,. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

#### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Director of High Schools. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Director of Schools.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and departmentally-related equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have high level of hand and eye coordination

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency Instructional/Human Resources.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**