

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Director of Schools

Reports to: Superintendent of Learning Services

POSITION SUMMARY

Oversees the organization and operation of an effective preK-12 education program.

ESSENTIAL DUTIES & RESPONSIBILITIES

- A 20% Ensure that schools, preK-12, have met state accreditation, accountability and school improvement plan requirements by addressing school wide student academic achievement and patterns of low student performance and achievement discrepancies.
- A 20% Implement effective preK-12 instructional and curricular practices responding to the needs of students, the direction of the District, and valid innovations in education within a standards-based model, ensuring the integration of technology where appropriate.
- W 10% Utilize appropriate resources of the staff, student body, school district and the community to develop and maintain highly effective preK-12 instructional and co-curricular programs, including alternative education.
- D 20% Responsible for the overall operations of school sites including budget design/allocation and purchase of instructional supplies, material & equipment, coordinating capital reserve process (small & large capital).
- D 10% Plan and implement human resources activities: hires/directs/mentors/ disciplines, terminates; staffing; professional development activities; evaluations.
- M 5% Monitor the effectiveness of preK-12 school practices and their impact on student learning, making adjustments for continuous improvement.
- W 10% Develop and maintain effective communications, including complaint management, among the students, the community, the faculty and the administration.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Master's degree plus additional coursework resulting in a Colorado Type D Certificate/Principal/ Administrator's License.

MINIMUM EXPERIENCE

Three years of administrative experience, including a minimum of three years of teaching. Principal experience required.

SKILL REQUIREMENTS

Excellent interpersonal relations and oral and written communication skills.
Advanced skill in dealing with students and staff with diverse needs at various levels.
Intermediate to advanced knowledge of developing, monitoring and evaluating preK-12 curriculum, instruction, and assessment practices.
Basic microcomputer and software skills.
Knowledge of school law.
Tolerance for ambiguity and stress.
Background and experience with a standards based system.
Knowledge of McRel concepts of leadership and accompanying attributes.
Ability to effectively manage a budget.
Strong planning, organization, motivation, management and evaluation skills.
Demonstrated skills in facilitation, problem solving and conflict management.
Background in preK-12 education programming and considerable expertise in student behavior and development.
Be an effective listener with the ability to diagnose needs of the school and translate those needs into a vision for the future.
Be a team player with the capacity to instill in others high expectations and strong results orientation.

GENERAL EXPECTATIONS

Is flexible.
Has the ability to effectively communicate with the school district community.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION – Colorado Principal’s License

ESSENTIAL ENVIRONMENTAL DEMANDS - Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Regular/daily lifting five (5) to fifty (50) pounds.
Frequent sitting, bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES – Direct supervision of administrative and support staff

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.