

SEQUOIA UNION HIGH SCHOOL DISTRICT
Job Description

JOB TITLE	Middle College/College and Career Executive Director
ADMINISTRATIVE RELATIONSHIP	Under the general direction of the Assistant Superintendent of Educational Services
CLASSIFICATION	Certificated
REQUIREMENTS	<p>Experience: Two years as a public high school principal.</p> <p>Education: A Master’s degree in educational administration</p> <p>Certification: California Administrative Services Credential.</p> <p>License: Possession of a valid California driver’s license.</p>
SALARY SCHEDULE	Certificated Salary Schedule
WORK YEAR/HOURS	222 Days
LOCATION	Various
BOARD APPROVAL	May 11, 2022

BASIC FUNCTION

Under the general direction of the Assistant Superintendent of Educational Services, The Middle College/College and Career Executive Director oversees the development, implementation, assessment, and continuous improvement of a comprehensive college and career readiness program aimed at increasing student access to post-secondary education and employment opportunities. The Director is responsible for working with college and high school leaders and faculty to ensure systematic planning and collaboration across SUHSD high schools and partner districts to support a college and career readiness culture.

DISTINGUISHING CHARACTERISTICS

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Increase the number of SUHSD students participating in early college access, with an intentional focus on increasing participation of student groups traditionally underrepresented in college graduation.
- Coordinate with partner districts to provide early college access for 8th-grade students.
- Coordinate with partner districts to provide clear and personalized communication with 8th-grade students and their families about high school preparedness and resources to support high school graduation, college and career readiness, and transition to college.
- Develop, maintain, and update high school pathways that result in certification and/or meet Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- Expand the number of students taking dual enrollment courses by increasing the number of sections offered to SUHSD high schools annually.
- Develop, maintain, and update a Living the Promise Posse Program that provides tutoring and counseling for cohorts of underrepresented juniors and seniors through UC A-G completion toward admission at San Francisco State University and California State East Bay.
- Increase the number of SUHSD high school students participating in the Middle College program.
- Develop, maintain, and update certificate/Associate Degree pathways with Sequoia District Adult School.
- Administer and supervise a bridge pathway program between Sequoia Adult School's English as a Second Language, Adult Basic Education, and Adult Secondary Education programs and Cañada College's Workforce Development Short Certificate Program.
- Organize and direct the articulation and/or dual-enrollment options for Sequoia Adult School students to earn college credit and promote career pathways at Cañada College.
- Evaluate college and career readiness data and provide recommendations regarding improvements and/or additions that enhance the efficiency and effectiveness of the SUHSD's college and career readiness efforts.
- Provide leadership in current college admissions practices by staying up-to-date on all standardized testing used in the admissions process, and collaborating with standardized testing agencies.
- Recommend and participate in the implementation of staff development programs for faculty and staff
- Plan and monitor program budgets, including categorical budgets
- Supervise and evaluate assigned staff.
- Perform related duties consistent with the scope and intent of the position.

KNOWLEDGE OF:

- Middle College programs or concurrent enrollment programs serving high school students.
- Grant-funded programs, compliance, regulations, and related policies and procedures
- College and career readiness and preparation Research and data collection methods and techniques Principles of management, supervision, and training Public speaking and public relations, principles and practices
- Modern office procedures, methods, and computer equipment

- Knowledge of school curriculum administrative procedures, and pertinent areas related to the total educational program.
- Understanding of strengths/limitations of individual & group tests & the ability to interpret test results for students & parents.
- Ability to communicate and interact effectively with students, teachers, parents, administrators, and community members.

ABILITY TO:

- Travel to various off-site and school locations.
- Work a flexible schedule, including nights and weekends as necessary.
- Provide own transportation to sites during workday.
- Maintain insurability by District Liability Insurance Carrier
- Gather, organize, analyze, evaluate and interpret data
- Prepare clear and comprehensive reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations to support goals
- Effectively plan, direct, supervise and coordinate the work of assigned personnel
- Properly interpret and make decisions in accordance with school district regulations, laws, regulations and policies
- Recommend improvements in operations, rules, regulations and policies
- Understand and follow oral and written instructions
- Provide effective district representation at events and meetings
- Manage, supervise, train and evaluate assigned staff
- Plan, organize, and develop programs that prepare students for college and career
- Perform decision analysis that requires the application and interpretation of data, facts, procedures, and policies
- Work with online systems and technology to enhance student learning
- Identify and connect schools with innovative and creative opportunities to prepare students for college and career readiness
- Organize tasks, set priorities and meet deadlines, manage multiple tasks
- Communicate effectively in writing and verbally
- Ability to remain calm and deescalate tense situations
- Ability to form trusting and collaborative relationships with students, colleagues, and families
- Ability to maintain confidentiality
- Ability to apply sound judgment in decision-making
- Ability to manage timelines and meet time-related goals
- Ability to work both independently and collaboratively

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read a variety of materials and computer screens, and prepare/process documents
- Ability to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop, and reach.
- Ability to push, pull, and transport instructional and presentation materials.
- Ability to drive a personal vehicle to conduct business.
- Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time.