



UTICA CITY SCHOOL DISTRICT
929 York Street
Utica, NY 13502

Director of Secondary Education (Grades 7-12)

March 25, 2024

The Utica City School District is pleased to announce a district-level administrative opening: Director of Secondary Education (Grades 7-12). This position is governed by the provisions set forth in the contractual agreement between the Utica Administrators Association and the Utica City School District.

QUALIFICATIONS:

- Candidate must possess a valid New York State certificate as School Administrator and Supervisor or School Building Leader.
- Must have experience as a school building leader or Central Office Administrator
- Such alternatives to the above qualifications as the Superintendent may find appropriate.

GENERAL DESCRIPTION:

The Director of Secondary Education (Grades 7-12) is responsible to Assistant Superintendent of Curriculum, Instruction and Assessment for the administration and supervision of every facet of the District's operation that directly impacts student learning for grades 7-12. This will include monitoring of classroom instruction, professional development, management of all internal and external assessment data, and curriculum development for all subject areas. Particular emphasis shall be on the consistent articulation of the program across classrooms and schools.

The Director of Secondary Education is part of the team responsible for the instructional program provided to approximately 6,000 pupils in grades 7 through 12 and provides leadership and coordination for the development and implementation of grades 7-12 curriculum and instruction. Responsibility also includes leadership of full and part-time instructional staff.

DUTIES AND RESPONSIBILITIES (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position):

The Director of Secondary Education shall be responsible for supporting the collaborative work of educators including such instructional and curriculum committees assigned to the Director as are necessary to establish a well-coordinated program of education from grades 7 through 12.

The Director of Secondary Education should exercise specific leadership in the following designated areas:

- Leads, administers, coordinates and supervises the instructional program in all 7 through 12 schools.
- Designs, realigns, and continually monitors curricula to improve student learning.
- Keeps the curriculum and instruction programs up to date with particular emphasis on evaluating new developments in research as well as federal and state requirements.
- Assists in the supervision and coordination of a program of orientation for new teachers and embedded training for experienced teachers.
- Assists in training, coaching, and organizing of building principals and staff in collaborative district and building data analysis teams.
- Supports the work of learning coaches and instructional support personnel.
- Coordinates testing and scoring of external and internal assessments.
- Observes and evaluates instructional staff according to a pre-established schedule with other administrators.
- Facilitates and attends teacher team, department, and faculty meetings in coordination with building principals.
- Assists in the coordination and lead systems for the selection of instructional materials and textbooks.
- Assists the Assistant Superintendent of Curriculum, Instruction and Assessment in the interviewing process for all instructional staff.
- Assists the Assistant Superintendent of Curriculum, Instruction and Assessment in preparation and presentation of Board of Education reports.
- Attends BOCES and other related meetings on behalf of the District as directed by the Assistant Superintendent of Curriculum, Instruction and Assessment.
- Provides ongoing program of staff supervision and evaluation which promotes the subject area improvement of instruction.
- Assists in coordinating professional development opportunities in the district.

- Works cooperatively with college and university administrators in the supervision of student teachers.
- Oversees homebound instruction for grades 7-12.
- Oversees the implementation of mental health services and supports for grades 7-12.
- Performs other duties assigned by the Assistant Superintendent of Curriculum, Instruction and Assessment and the Superintendent of Schools.

Interested Applicants should send a letter of interest, resume and proof of certification to Dr. Kathleen Davis, Interim Superintendent of the Utica City School District, to kdavis@uticaschools.org, no later than April 19, 2024.