



Department: Professional Learning

Job Title: Assistant Director for the High School Initiative

The Assistant Director for the High School Initiative will:

- Assist participating schools in developing a process for continual school reform based on the need for change, the use of student data, and standards.
- Work collaboratively with respective participating schools to define their most critical reform need.
- Collaboratively determine with the school teams the resources needed for studying and implementing school reform as defined by the respective participating schools.
- Assist participating schools in networking and sharing their school reform progress and success.
- Maintain a strong collegial relationship with participating schools through e-mail, telephone calls, and school visits.
- Increase and continually update personal knowledge and skills through conferences, reading, and research on school reform and related topics.

Requisite Knowledge Base and Experience:

- Experience in high school administration
- Knowledgeable about school reform, standards, No Child Left Behind, assessment, disaggregation of data

Requisite Skills:

- Strong organizational skills
- Expertise in facilitating groups/teams
- Strong communication skills – verbal and written
- Independent worker and team player
- Computer skills: Microsoft, PowerPoint
- Research/survey skills: Internet, major education websites, and journals