

DEPARTMENT OF HUMAN RESOURCES



Maysam Alie-Bazzi, Executive Director

Robert J. Seeterlin, Director
Ruth A. Bankhead, Director

BULLETIN # 2 (2018-19)

DATE: July 5, 2018

TO: All Personnel

SUBJECT: Executive Director, Student Achievement (Dearborn High school Feeder Track)

TITLE OF POSITION: Executive Director of Student Achievement

DIRECTLY RESPONSIBLE TO: Superintendent

FILING DEADLINE: Midnight, July 27, 2018

SALARY: \$90,543 - \$123,704 (2018-19 Salary Schedule)
(includes 403B contribution and Merit Pay or Longevity and a Full Benefits Package)

BENEFITS: 17 vacation days, four personal business days, health insurance, dental insurance, optical insurance, life insurance two times annual salary. Internal candidates hired before 2013 receive 20 vacation days and 5 personal business days.

LENGTH OF WORK YEAR: 12 months

EFFECTIVE DATE: August 21, 2018

METHOD OF APPLICATION: All applicants must apply online at www.dearbornschools.org to **job posting #**

MAB/na

**DEARBORN PUBLIC SCHOOLS
PROFESSIONAL STAFF POSITION**

TITLE: Executive Director, Student Achievement

QUALIFICATIONS:

1. Master's degree in education, with academic preparation in the area of K-12 curriculum in content-related areas and strong background in staff development. An additional advanced degree and/or a Doctorate Degree is desirable.
2. Ten or more years of successful teaching and/or administrative experience.
3. Possess or be eligible for a Michigan State Administrative Certificate.
4. Evidence of successful experience in educational leadership: working with and supervising teachers and building administrators.
5. Knowledge, interest, and additional course work in related areas.
6. Knowledge, experience, interest, and keen understanding of curriculum, school improvement, staff development, and leadership development.
7. Evidence of improving student achievement due to personal leadership and record of holding others accountable for student achievement.
8. Evidence of leadership on school and district level committees resulting improvements to teaching and learning.
9. Evidence of leadership efforts leading to increased involvement by parents, staff and community members.
10. Experience working in a diverse community.
11. Proven ability to work in a collaborative culture.
12. Proven ability to solve complex problems.
13. Experience and successful use of data to guide decision-making resulting in improvement in student achievement.

DESIRABLE
QUALIFICATIONS:

1. Experience and knowledge of Curriculum Development & State Standards.
2. Experience and knowledge of English learner education, Compensatory Education & Federal Programs.
3. Experience and knowledge of Special Education federal requirements and program implementation.

4. Experience and knowledge of Assessment Department essential functions.
5. Experience and Knowledge in the School Improvement Process as relates to student achievement.

REPORTING

RELATIONSHIPS: Superintendent

SUPERVISES: K-12 feeder track of schools including Elementary, Middle and High School Principals and other central office departmental responsibilities as defined by the district organization chart.

JOB GOAL: Provide supervision, leadership and assistance to K-12 principals and their staff in improving instruction, student achievement and improvement of graduation rates. Provide support for the development and implementation of all aspects of district curriculum.

PERFORMANCE RESPONSIBILITIES:

- *1. Assist principals in the implementation of a strong instructional framework in their schools. Ensure framework implementation is vertically aligned with Feeder track schools and horizontally aligned with other Feeder Tracks.
- *2. Assist principals in staff supervision and evaluation.
- *3. Assist principals in the development and implementation of school improvement and Title I plans.
- *4. Work closely with the other Executive Directors of Student Achievement, Executive Director of Staff & Student Services, Executive Director of Business & Operations, Directors, Coordinators, and principals in cooperatively developing, implementing, and evaluating Dearborn curriculum. Promote and foster a "One District" collaborative approach to problem-solving challenges and celebrating successes.
- *5. Communicate current research and new instructional programs focused on improved student achievement to principals and their staff.
- *6. Help initiate and assist in research projects, experimental studies, and evaluation programs that enhance student achievement.
- *7. Work closely with curriculum committee leaders to ensure that a viable K-12 curriculum is implemented.
- *8. Assist principals and teachers in the development of program objectives, school improvement initiatives, and personal growth and development.
- *9. Work with all personnel who provide special services to ensure coordination between regular, EL, and special education teachers.
- *10. Implement the dual enrollment process.

11. In coordination with the high school principals, supervise and provide support and guidance to the Ninth Grade Lead Teachers.
- *12. Work cooperatively with the Human Resources Department in the preliminary screening of school administrators and implementation of staffing process.
13. Assist in the evaluation and recommendations of textbooks and supplemental materials recommended by the curriculum committees.
14. Work collaboratively with the Executive Directors of Student Achievement to plan and facilitate elementary and secondary and Feeder track forums.
15. Act as co-chairperson for the Graduation Requirements Committee.
16. Evaluate K-12 principals and cabinet level Directors as assigned by the Superintendent.
17. Provide leadership and assistance to building administrators in the day-to-day operation of the building.
18. Fully implement all components of the Feeder Track Model.
19. Work as a collaborative and contributing member of the Executive Cabinet, Cabinet, Instructional Cabinet, Extended Cabinet and General Administrators Group.
20. Attend all Board Meetings and provide presentations and updates as Directed by the Superintendent.
21. Attend Community meetings during the day, in the evening and on the weekend s to represent the Superintendent and the District as Directed by the Superintendent.
22. Perform other related duties as assigned by the Superintendent.

TERMS OF

EMPLOYMENT:

12 months, Exempt P-12 Administrative Salary Schedule, Grade 1

EVALUATION:

Annual