



# **EXECUTIVE DIRECTOR COLLEGE CAREER READINESS EXTENDED LEARNING OPTIONS**

Classification: Executive Director

Location: District Office

Reports to: Chief Academic Officer

FLSA Status: Exempt

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

## **Part I: Position Summary**

The executive director of college career readiness and extended learning options is responsible for college career readiness, graduation success support, and extended learning options to support academic success and student support services to include student assignment, truancy and related services.

## **Part II: Supervision and Controls over the Work**

Serves under the direction and administrative supervision of the Chief Academic Officer. Is held responsible for results in terms of effectiveness of planning, policies, and programs, and for contribution to and achievement of strategic goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

## **Part III: Major Duties and Responsibilities**

1. Develops, organizes, supervises and supports college career readiness and extended learning option programs.
2. Oversees and coordinates student success and on time graduation programs.
3. Assists and supports school administrators in analyzing and resolving student graduation requirements. Carries out ongoing communication with administrators and support staff to strengthen programs and program support.
4. Coordinates and supports programs with community before/after care partners
5. Supports learning recovery programs, extended school-day programs, instructional remediation programs in schools
6. Coordinates summer school, credit recovery and extended school year (non-special education) programs during summer months (Year-round school)
7. District elementary and middle afterschool programs oversight including before and after school care and winter, spring, and summer camps.
8. Collaborates with District, governmental, and community agencies to improve and expand academic, enrichment and recreational opportunities
9. Provide opportunities for academic enrichment, providing services to help students, particularly students who attend low-performing schools, to meet State and local student academic achievement standards in core academic subjects, such as reading and mathematics.



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10. Presents to the superintendent and the board of directors regarding program performance. Provides training, orientation, and program reviews to district administrators gaining their input on issues and strategies to facilitate program success.
11. Serves as program liaison and facilitates a positive district and school image through interactions with internal and external staff, community members, parents and partners.

Performs other duties as assigned.

### **Part IV: Minimum Qualifications**

1. Must have successful experience in working with culturally diverse staff, families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's degree or equivalent in assigned or closely related areas of study.
3. Minimum of five years of experience in a unionized environment. Public school district leadership experience preferred.
4. Strong analytical and problem-solving skills and understanding of client-centered support and services.
5. Excellent oral, written, presentation, and interpersonal communication skills.
6. Ability to work both independently and cooperatively and to provide team leadership.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful, emotional, or highly charged situations.

### **Part V: Desired Qualifications**

1. Advanced degree preferred.
2. Experience in a public-school setting preferred.
3. Washington State Administrative credential preferred.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.