



### **SENIOR EXECUTIVE DIRECTOR MIDDLE SCHOOLS**

#### **GENERAL RESPONSIBILITIES**

Articulate the missions, goals, and objectives of the Virginia Beach City Public Schools to the middle school communities in Virginia Beach. Provide leadership to the middle school communities in Virginia Beach. Provide leadership to middle school principals and assistant principals. Supervise, through the principals, the operation middle schools. Supervise all middle school administrators.

#### **ESSENTIAL FUNCTIONS**

(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.)

- Interpret, develop, and recommend policies and regulations that govern the overall operation of the schools.
- Ensure achievement of the Virginia Standards of Learning.
- Recommend budget expenditures and manage the fiscal resources.
- Allocate staff and teaching positions to the middle schools based on staffing guidelines. □ Assist in planning and developing staff development activities for administrative staff.
- Oversee development of school operational forms.
- Investigate and write responses to school concerns and complaints.
- Plan and provide oversight, along with other senior executive directors, of monthly staff and principal meetings.
- Ensure that all schools have necessary supplies, equipment, and instructional materials.
- Provide assistance in the opening of new middle schools.
- Ensure school compliance with local policies and regulations, state requirements, and Virginia Standards of Accreditation.
- Provide leadership to special projects assigned by the Superintendent and the School Board.
- Provide assistance in the implementation of the evaluation system for employees.
- Ensure compliance to the staffing guidelines.
- Approve and ensure correct procedures for field trips.
- Provide mentorship and training for new administrators.
- Ensure communication among various schools and departments within the division.
- Screen, interview, and recommend personnel to vacant positions.
- Approve leave for school staffs and school administrators and manage budgets that fund professional leave.
- Monitor travel expenses and leave for administrative staff.
- Respond to parental questions and complaints via telephone, conferences, and correspondence. Respond to principal concerns and requests
- Review, analyze, and make adjustments to expenditures of budgeted items.
- Review policies and regulations to ensure compliance by personnel.
- Screen, interview, and recommend administrators for positions. Approve and sign leave for administrators and professional leave for middle school staffs and field trips for schools.
- Supervise principals by working with them to ensure that they have the programs, personnel, and other resources to teach the students.
- Serve on and chair committees.
- Perform related work as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of the principles, practices, and procedures of school administration; comprehensive knowledge of school division objectives, procedures, and organization; comprehensive knowledge of school personnel and administrative practices, procedures and methods; excellent oral and written communication skills; ability to work with and through School Board members, administrators, teachers and all support staff; ability to conceptualize, initiate, monitor, and evaluate new and/or current programs; ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff, and associates.



**EDUCATION AND EXPERIENCE**

**Required:**

Bachelor's Degree in Education.

Master's Degree in Administration.

Minimum of eight (8) years' experience in education.

Minimum of five (5) years of middle school principal's experience.

**Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.