



# Shelton School District

700 South First Street, Shelton, WA 98584  
360-426-1687

## EMPLOYMENT OPPORTUNITY

**Job Number: 2018-1609**

**Executive Director of Instructional Programs 9-12  
Central Office**

**Posted Date: 3/29/2019**

### **Job Information:**

Status: Administrator

FTE: 1.000

Hours/Day: 8.00

Days per Year: 260

Salary Range: \$120,000.00 to \$130,000.00

### **Closing Date: Open Until Filled**

*To be considered for this position, please submit a completed online application and required documents on or before this date.*

### **Requirements:**

Reporting directly to the Superintendent, the Executive Director of Instructional Programs 9-12 provides leadership, support and direct supervision to 9-12 principals to ensure the District's strategic vision & direction is carried out effectively. The Executive Director works with 9-12 principals & provides overall support to 9-12 staff to establish a culture of high expectation & shared responsibility for quality, relevant teaching & learning. The Executive Director ensures the Academy model is established & maintained in the 9-12 setting & is highly effective and innovative & ensures the District's goals are met or exceeded. The Executive Director creates authentic partnerships between district departments & schools that ensure closer alignment of district resources with needs, ensures the 9-12 instructional plan results in effective teaching in every classroom, and establishes conditions that ensure systemic improvement in practice.

Refer to job description for more information

### **District Information:**

[Click here to learn about us](#)

### **Job Description:**

[Click here to view the job description](#)

**NON-DISCRIMINATION STATEMENT**

Shelton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Linda Arnold, Exec. Director of Human Resources;  
700 S. 1st Street; Shelton, WA 98584; 360-426-1687;  
[larnold@sheltonschools.org](mailto:larnold@sheltonschools.org)

Complaint procedures can be found on the District's website by clicking on the "Discrimination Complaint Procedures" link on the left hand side of the page. [www.sheltonschools.org](http://www.sheltonschools.org)

## Contact Person:

Mary Ann Moody  
Human Resources Specialist  
[MMoody@sheltonschools.org](mailto:MMoody@sheltonschools.org)  
(360) 426-2982

Go to:

[www.sheltonschools.org](http://www.sheltonschools.org)

Apply at:

<https://sheltonjobs.hrplus.net/>

# JOB DESCRIPTION

Location: DO  
Effective: 05/2019  
Approved: AA

## SHELTON SCHOOL DISTRICT #309 Shelton, Washington

---

### *EXECUTIVE DIRECTOR OF INSTRUCTIONAL PROGRAMS 9-12*

#### **JOB SUMMARY:**

Reporting directly to the Superintendent, the Executive Director of Instructional Programs 9-12 provides leadership, support and direct supervision to 9-12 principals to ensure the District's strategic vision and direction is carried out effectively. The Executive Director works with 9-12 principals and provides overall support to 9-12 staff to establish a culture of high expectation and shared responsibility for quality, relevant teaching and learning. The Executive Director ensures the Academy model is established and maintained in the 9-12 setting and is highly effective and innovative and ensures the District's goals are met or exceeded. The Executive Director creates authentic partnerships between district departments and schools that ensure closer alignment of district resources with needs, ensures the 9-12 instructional plan results in effective teaching in every classroom, and establishes conditions that ensure systemic improvement in practice.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:**

Depending upon individual assignment, the Executive Director of Instructional Programs 9-12 performs all or a combination of several of the following duties. This list of essential functions is not exhaustive and may be supplemented as necessary.

- Provide leadership, support, supervision, direction, and oversight for the 9-12 schools in the Shelton School District. The Executive Director will be responsible for evaluating 9-12 principals.
- In coordination with other District administrators, ensure academic services (i.e. instructional improvement, curriculum and instruction, professional development, special needs services, gifted services, Career and Tech Ed., Alternative Programs, English Language, etc.) and student support services are effectively implemented and result in the achievement of the District's goals.
- Works with Executive Directors of Instructional Programs (P-8 and 9-12) to effect horizontal and vertical continuity and articulation of the instructional program throughout the District and with the surrounding, non-high districts.
- In coordination with the Technology Department and other District Administrators, ensure a robust Instructional Technology program is established and maintained.
- The Executive Director will be active in the schools and highly visible to staff and the public.
- Support 9-12 principals in their charge to develop, implement, and sustain highly-effective and innovative Academy models that result in attaining the District's goal of 100% graduation.

**Executive Director of Instructional Programs 9-12**  
**Page 2 of 3, May, 2019**

- Provide support for professional development activities at the 9-12 level that align with district-wide professional development goals, ensuring a robust, systemic approach that meets student needs.
- Assume a leadership role on the Superintendent's Cabinet responsible for assisting with long-range strategic planning, developing system-wide budgets, plans, policies and activities.
- Support informed decision-making by the Superintendent, cabinet and senior staff by monitoring and effectively interpreting the latest research, trends and development in all areas of education.
- Deliver written and oral presentations on academic accountability to various stakeholders (i.e. Board of Directors) principals, teachers, parents and community groups).
- Stay current on local, state, and federal laws, rules, regulations, and other requirements for compliance by the district.
- Provide leadership and assistance in the design, operation, monitoring, and evaluation of other assigned programs.
- Perform other job-related duties as directed or as needed by the Superintendent.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrated empowering leadership to interact positively, lead, motivate, delegate and hold people accountable while fostering trust, teamwork and excellent staff morale.
- Demonstrated ability to provide progressive leadership in an atmosphere of change, including a thorough understanding of Washington State School reform.
- Demonstrated flexible managerial/business organizational skills that include participatory and collaborative planning and decision making, problem solving, organizing, delegating and listening.
- Demonstrated personal integrity, honesty and trustworthiness, as well as the ability to use common sense.
- Demonstrated understanding and application of Washington State and Federal laws and regulations relative to education.
- Demonstrated ability to manage resources of a district with sound fiscal orientation.
- Demonstrated managerial skills, ability to work independently, analyze data, convey recommendations, accept responsibility and make decisions while managing projects.
- Ability to understand and plan for development on a long-range basis, anticipating future issues and directions.
- Demonstrated ability to understand and manage resources effectively, efficiently and to improve conditions at the classroom level.

**WORKING CONDITIONS:**

- Classrooms, offices, other school facilities, and various meeting locations throughout the District and community.
- Travel required between locations regularly. Frequent interruptions and schedule changes.
- Required to deal with a wide range of situations, behaviors, and abilities.
- Requires frequent writing, standing, walking, and sitting.
- Performs a variety of non-essential functions consistent with the scope and intent of this position.

**MINIMUM QUALIFICATIONS:**

- Master's degree or higher.
- Washington State Administrator Certification.
- Minimum 3 years successful principal experience required (preferably at the secondary level).
- Minimum of 5 years successful teaching.
- Demonstrated skill in program development and evaluation, staff supervision and evaluation, fiscal management, staff development, human relations, assessment and technology utilization.
- Demonstrated managerial skills, collaborative planning and decision making, organizing, delegating and listening.
- Training and/or experience in leadership, restructuring, assessment and evaluation processes.
- Demonstrates professional involvement and facilitator abilities.
- Demonstrated District and community involvement.

**REPORTS TO:** Superintendent

**TERMS OF EMPLOYMENT:**

260 day contract, with full benefits; salary is according to the adopted salary schedule.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Washington State Law.