**Licensed Administrative/Professional Technical**

**Job Title:** Executive Director of Student Success  
**Work Year:** 261  
**Department:** Equity in Learning Direction  
**Reports To:** Chief Academic Officer  
**Salary Range:** 10  
**Minimum Salary:** $126,595

**Summary:**
The Executive Director of Student Success accelerates learning for every APS student, every day by advocating for and supporting the people, practices and policies that drive student success. The Executive Director of Student Success leads the strategic development, coordination and evaluation of programs and supports for students and families to achieve post-secondary success in careers, college and life. The Executive Director of Student Success ensures equitable access for all APS students to academic resources, multiple pathways to career and college readiness, social and emotional support, and engaging in community partnerships.

**Essential Duties and Responsibilities**

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<tr>
<th>Daily</th>
<th>12%</th>
<th>Works collaboratively with the Chief Academic Officer, Executive Director of Curriculum and Instruction, and the Executive Director of School Performance to ensure effective implementation and facilitation of strategic priorities of the District.</th>
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</table>
| Daily | 17% | Directly supervises and supports department leaders of Family Advocacy, Registration and Engagement (FARE), Mental Health and Counseling, College and Career Success, and Behavior Systems  
Support to ensure the effective development and support for school leaders and site-based teams in ways that facilitate access to resources for all students that result in positive outcomes and increased academic achievement. |
<p>| Daily | 22% | Promotes effective instructional, behavioral, and intervention practices that support high levels of response through the use of research based, data-driven practice, effective collaboration, progress monitoring, and program evaluation. |
| Daily | 12% | Directs the development and implementation of district-wide college and career readiness initiatives, including work towards strategic plan goals, improving student post-secondary outcomes and related family &amp; community engagement. |</p>
<table>
<thead>
<tr>
<th>Frequency</th>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>Daily</td>
<td>5%</td>
<td>Creates, models, and maintains collaborative and effective communication channels between the district’s divisions, departments and school leaders.</td>
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<tr>
<td>Daily</td>
<td>22%</td>
<td>Provides leadership in the areas of academic intervention; mental and behavioral health supports; utilization of funds and budget management; design and implementation of professional development related to areas of responsibility; and progress monitoring of effective program and support implementation.</td>
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<tr>
<td>Wkly</td>
<td>2%</td>
<td>Manages grants from federal, state, and private sources, including maintaining compliance with assurances.</td>
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<tr>
<td>Wkly</td>
<td>2%</td>
<td>Oversees compliance with national, state &amp; local regulations related to graduation requirements and college entrance; coordinates systems for promoting on-track graduation.</td>
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<tr>
<td>Daily</td>
<td>3%</td>
<td>Ensures that information is accessible to students, families and school staff.</td>
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<tr>
<td>Yrly</td>
<td>3%</td>
<td>Perform other duties as assigned.</td>
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**EDUCATION AND TRAINING:**
Degree in Curriculum and Instruction, Special Education, Organizational Design, or Educational Leadership; Master’s degree required, Doctorate preferred.

**EXPERIENCE:**
Over 5 years of experience in teaching or instructional leadership required. Over 5 years of experience in school or district level leadership preferred. Knowledge of content and pedagogy in instructional planning, implementation and assessment/evaluation. Strong depth of knowledge related to effective practices in adult learning. Understanding of technology integration and personalized learning practices.

**SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:**
Experience with instructional implementation of highly diverse educational contexts. Excellent written and oral communication skills. English language skills required. Oral and written fluency in second language may be preferred or required based on building assignment.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**
Colorado Department of Education Principal or Administrator License required. Degree or certificate is the instruction of English Language Acquisition preferred, not required.

**SUPERVISION/TECHNICAL RESPONSIBILITY:**
Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
Directly supervises leaders and teams in School and Community Services; Mental and Behavioral Health Services; APS Welcome Center and College and Career Success. Responsibilities include assigning and directing work; working with the Equity in Learning Executive Director Team in professional development planning for leaders, evaluation and development of employees, and addressing concerns and resolving problems with multiple stakeholder groups.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance; taste or smell. The employee frequently lifts and/or moves up to 25 pounds and occasionally lifts and/or moves more than 50 pounds. No specific vision abilities required by this job.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile and negotiate. Frequently required to copy and compute.

Aurora Public Schools - Job Description - Executive Director of Student Success