



**SEATTLE PUBLIC SCHOOLS**  
invites applications for the position of:

# Director of Schools P-12

An Equal Opportunity Employer

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**SALARY:** \$138,694.40 - \$187,345.60 Annually

**OPENING DATE:** 04/09/20

**CLOSING DATE:** Continuous

**REQUIRED ATTACHMENTS:**

**OVERVIEW OF POSITION:**

**This posting is for 2 positions. Positions are open until filled. Interviews TBD.**

The role of Directors of Schools is to create specific conditions to actualize Seattle Public Schools Strategic Plan and its focus on the elimination of opportunity gaps. Seattle Public Schools is seeking an experienced and successful instructional leader to serve in the role of Directors of Schools.

The Director will be a member of the Director of Schools team that reports directly to the Executive Director of P-12 Schools. SPS is strategically committed to improving how central office leadership shifts its work to supporting building principals as instructional leaders to impact improved outcomes for all students. The role of the Director of Schools is also to support district and building school improvement efforts directly connected to our district strategic plan and building Comprehensive School Plans (C-SIP). Directors of Schools are committed to improving and supporting principals connected to the AWSP Leadership Framework and Seattle Public Schools Principal Attributes. This is a senior executive director central office leadership level position. This position requires the Director to be a masterful teacher of adult learners; specifically, building and central office leaders. The Director's main job is to effectively support building principals.

Seattle Public Schools is seeking an experienced and successful instructional leader who has demonstrated the ability to be a build the capacity leaders. A major focus of the Director's job will be to effectively partner with principals in both one on one and group settings. Directors are expected to create and sustain effective principal communities of practice or professional learning communities. They are expected to broker resources between principals and central office leadership. It is expected that the Director will spend the majority of their time on this focus.

The Director of Schools will also work with and plan with four other peers as a part of the Director of Schools Team to plan, align practices and procedures, and problem solve supports to building principals. Performance will be measured by the emerging District Leadership

Standards and Council of Great City Schools Principal Evaluator tool.

### **ESSENTIAL FUNCTIONS:**

#### **50% School Improvement:**

- Effectively partners with principals and schools to develop, implement, monitor and adjust Comprehensive School Improvement Plans (C-SIP) centered on improving instructional leadership to improve teaching that impacts outcomes for all students.
- Equitable access to rigorous, standards-based instruction. High-quality instruction for all students.
- Results-focused professional learning and collaboration.
- Makes data-driven decisions. Data must be at the table.
- Open and act on direct feedback to improve their own performance.
- Works effectively with school communities to build strong partnerships with families and community.
- Models effective instructional leadership and teaching of adults grounded in research-based adult learning theory.
- Provide recommendations for principal and assistant principal hires to the Chief of Schools and Superintendent.
- Assists principals with interpreting relevant federal and state laws as they relate to school issues.
- Assists principals in staffing, scheduling and budgeting as needed.
- Supports principals in connecting with other Central Office departments to respond to operational and other needs.

#### **20% Accountability:**

- Makes sure and is accountable for making sure principals and schools do what they say they are going to do including following district policy.
- Supervises, monitors, and evaluates the performance of assigned personnel.
- Supports and monitors the implementation of effective teaching strategies at schools.
- Oversees implementation of curriculum, professional development, evaluation, and student assessment.
- Interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
- Assists with the development, implementation and monitoring of corrective actions.

#### **15% Principal Leadership Development:**

- Works effectively with principals to improve their performance in all areas of the principal job by doing the following:
  - Takes a teaching and learning stance.
  - Effective coaching/mentoring.
  - Builds and sustains principal learning networks and communities of practice.
  - Ensures central office is providing what principals need.
  - Works with principals to develop and prepare annual budget for schools.
  - Analyzes and reviews budgetary and financial data.
  - Monitors and authorizes expenditures in accordance with established guidelines.

#### **10% Central Office Leadership:**

- Actively leads groups of central office leaders who support building principals. They do so by doing the following:

- Shapes policy and strategic direction.
- Brings back the needs of what is happening at schools to inform the practice and supports of central office in service of schools on emerging trends and issues.
- Partners with central office departments to ensure success for all SPS initiatives.
- Works with the Superintendent and other system leaders to implement the districts strategic plan, its intent and metrics.
- Collaborates with the Chiefs of Schools, Student Supports, Teaching and Learning, and Human Resources, in support of the improvement of instruction at all schools and implement sound strategies across content and programs.
- Provides recommendations and support the implementation of major instructional and educational strategies, including partnering with evaluating their effectiveness.
- Works collaboratively with the other Director's in aligning critical components of the work, and creating common messages when needed.
- Explicitly models, through communication and actions, the core values and beliefs essential in supporting the SPS strategic plan.
- Trains and assists principals to meet identified school targets and assists in determining and acquiring support services.
- Plans and provides professional development effectively utilizing adult learning. Activities focusing on developing leadership, improving instructional leadership, and curricular and instructional practices to principals and assistant principals including leaders in the Lead Up Pipeline development such as Aspiring Leadership Academy, Novice Principal Cohorts, and monthly Leadership Learning days.
- Assists in the interpretation of district policies, rules and regulations and make recommendations regarding their formulation or modification.
- Consults with the Office of the Superintendent/Chief Academic Officer on matters of personnel management, employee and student relations.

#### **5% School Community Engagement:**

- Serves as a representative of the Superintendent, Deputy Superintendent of Teaching and Learning, and the Chief of Schools on various internal and community boards and committees.
- Attends or chairs a variety of meetings as appropriate.
- Represents the District in collaborative partnerships and task forces with the City, County, human service agencies.
- Partners with institutions of higher education, business/industry, and judicial and law enforcement agencies as needed to meet SPS goals.
- Collaborates with other District departments to resolve student issues related to placement transfer, discipline, complaints, appeals, investigations and litigations.

#### **OTHER FUNCTIONS:**

- Maintains current knowledge of federal, state, and grant regulations and related jurisprudence.
- Seeks regulatory interpretations from General Counsel's Office.
- Assists principals in preparing and distributing state and federal compliance reports and preparing for the federal and state yearly reports and audits.
- Assists in the development of appropriate parent and community involvement strategies.
- May perform related duties consistent with the scope and intent of the position.