

Opening Date: 3/9/2010

Closing Date: Open Until Filled

Posting # 664

**PROVIDENCE SCHOOL DEPARTMENT
797 WESTMINSTER STREET
PROVIDENCE, RI 02903-4045
OFFICE OF HUMAN RESOURCES**

**ANNOUNCEMENT OF AN ADMINISTRATIVE VACANCY
CONTINGENT UPON FUNDING**

TITLE: Executive Director of Middle Level Education (Non-Union)

**LOCATION: 797 Westminster Street
Central Administration Building**

**SALARY RANGE: \$106,954 - \$120,235
This is a 12-Month, Non-Union Position**

NOTE:

Interviews for all open until filled positions can begin 10 days after the initial opening date and continue until the position is filled. Applicants who submit an application after the 10th day of initial posting may not be called for an interview if interviews have been scheduled or if a successful candidate is selected. All open until filled positions are expunged 6 months after the initial opening date.

JOB SPECIFICATIONS:

This position requires a person who has successful curriculum and assessment experience in middle schools. This person must be a skilled, experienced educator who will provide strong leadership for reform efforts in an urban district. Background in large scale planning, comprehensive middle district school literacy, technology, restructuring of schools, data gathering and analysis is necessary. This person must be steeped in the pedagogy of the workshop model and positive behavior supports.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Plan and support a district wide systemic reform and redesign initiative in curriculum, instruction, assessment and technology at the middle level
- Provide leadership, guidance, technical assistance and motivation to school principals, school staff and vertical teams in the development and implementation of comprehensive middle school improvement objectives.
- Work with district level teams in the evaluation of the effectiveness of the instructional programs at each school.
- Recommend to schools effective instructional strategies and programs.
- Help analyze and interpret data for planning and accountability purposes.
- Support and monitor the staff development efforts of each school to ensure alignment between staff development activities and the instructional goals of the school.
- Provide support to middle level administrators and teachers as they move to incorporate current middle school philosophy and reform efforts in their schools
- Works with community, parents, and public service agencies in support of programs to improve urban education
- Organize and support professional development programs for administrators and staff.
- Provide ongoing communications between administrators, senior level staff and the community as to progress of reform efforts.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES *Continued*

- Serve as liaison to universities, colleges, RIDE and business and community organization to ensure maximum support.
- Works collaboratively with all district directors in curriculum and instruction.
- Strong presentation skills and experience in developing and presenting professional development sessions
- Strong understanding of and experience in the practices of the Principles of Learning and Disciplinary liter.
- Works with the Director of Instructional Technology to provide support for the development of multimedia programs that support learning across the curriculum.
- Other duties as assigned by the Deputy Superintendent.

QUALIFICATIONS/REQUIREMENTS:

Certificate required by the State Department of Education

Rhode Island Middle/Secondary Principal Certificate

- Master Degree in Educational Administration and/or Educational Leadership, and/or related field
- At least five (5) years of teaching experience in an urban school system.
- At least five (5) years of administrative experience in an urban school system.
- Strong communication and group facilitation skills.
- Vision and creativity to assist in managing and supporting the development of schools.
- Experience in planning, developing and implementing educational policy and programs.
- Knowledge of current theory, research and practices in curriculum and instruction, especially at the middle level.
- Ability to merge divergent views and expectations into a long-range vision for students, district staff and the community.
- Demonstrated ability to provide instructional leadership.
- Demonstrated ability to work collaboratively with students, staff, parents and members of the community.
- Experience with classroom research and curriculum development/design.
- Extensive experience in professional development program design and implementation.

**Please visit www.providenceschools.org and go to Human Resources for detailed information on the application process.*

Applications may be obtained from the Office of Human Resources, 797 Westminster Street, Providence, RI. The completed form must be returned to the Office of Human Resources no later than 4:30 p.m. on the above closing date.

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status. Vision: The Providence Public School District will be a national leader in educating urban youth. Mission: The Providence Public School District will prepare all students to succeed in the nation's colleges and universities, and in their chosen professions.

PLEASE POST

File Name: Executive Director of Middle Level Initiatives (Non-Union position) at Central Administration