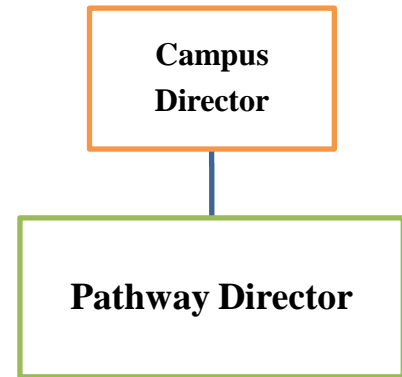


PATHWAY DIRECTOR

Job Title:	Pathway Director
Initial:	May 2015
Revised:	
Work Year:	210 Days
Office:	Education
Department:	Sand Creek Zone
Reports To:	Campus Director
FLSA Status:	Exempt
Pay Range:	Administrative Schedule – High School Assistant Principal

Related Organization Chart



POSITION SUMMARY

The Pathway Director provides leadership, direction, supervision, and accountability for the assigned Sand Creek pathway. The Pathway Director collaborates with the other pathways leadership and the campus director in establishing program vision and goals, and ensuring the effective operation of the pathway.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Serves as a consultant to a consensus-driven, teacher-led decision-making process regarding school programming, instructional priorities, and improvement strategies.
- Serves as an instructional leader by monitoring implementation of professional development in classrooms and grade level/content area meeting in accordance to the school improvement plan.
- Implements and monitors pathway-wide behavioral expectations and policies including monitoring attendance trends and overseeing truancy interventions; address safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and regulations.
- Collaborates with the teacher leader and campus director in developing partnerships with parents and community.
- Supervises assigned staff including serving as an instructional leader, assigning and directing work, hiring, evaluating performance, disciplining and resolving issues.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Implements instructional and assessment strategies by attending meetings, facilitating discussions amongst teachers and staff and working with the campus director and District supports to plan professional development.
 - Addresses building management concerns by working with the custodial staff, office staff, teachers and District staff including implementing school-wide safety and emergency protocols.
 - Collaborates with the teacher leader in analyzing data and developing action plans to address gaps in student achievement.
 - Collaborates and develops master schedule.
 - Plans, schedules and coordinates school projects.
 - Resolve student issues by meeting with students, parents, teachers and other pathways and campus staff and designing a plan of action.
 - Represents the campus at various out-of-building meetings as needed or assigned.
 - Supervises extracurricular events as assigned by attending events, monitoring student behavior, providing officials with necessary information.
 - May supervise and manage the campus's athletic/athletic program to include budgeting, staffing, and scheduling. May participate in seeding meetings and performing sport-specific responsibilities with scheduling transportation and city meets.
 - Perform other duties as assigned.

Supervision/Technical Responsibility: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, correcting and dismissing employees; and addressing complaints and resolving problems.

Budget & Resource Responsibility: Depending on the specific assignment, this position may have sole responsibility or may assist with developing, administering, monitoring and coordinating assigned budgets and initiating requisitions.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training: Master's degree in Education plus additional coursework required for certification or licensure.

Experience: Minimum of three year experience of effective teaching.

Skills, Knowledge & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Ability to communicate effectively with various stakeholders.
- Understanding of district and school student-achievement data and Colorado State Standards
- Working-knowledge of literacy and the reading/writing process, strategies for second-language learners and special needs students
- Thorough understanding of best instructional practices for secondary classrooms
- Operating knowledge of and experience with personal computers and common software applications required.
- English language skills required.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Oral and written fluency in second language may be preferred or required based on building assignment.
 - Critical thinking and problem solving skills.

Certificates, Licenses, & Registrations:

- Valid Colorado Principal's License or eligibility at the time of hire.
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to walk or hear. The employee is occasionally required to stand; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

Work Environment: Work is generally performed in a typical school or office setting. 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 use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.