



Job Title:	Executive Director of High School
Location:	District Administration Center
Division / Department:	Schools
Reports to:	Assistant Superintendent of Schools-High Schools
Level / Grade:	Certified Administrator
Type of Position:	Full-time
Hours / Work Year:	Exempt / 12 month

Mission Statement:

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

About the District:

Oswego Community Unit School District 308 is a Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield, and Yorkville. The District is the 7th largest public school district in Illinois and serves more than 18,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

General Description:

Responsible for providing leadership and directing the instructional plans and programs for high schools; providing day-to-day support for principals including principal coaching; utilizing research data and best practice information related to increasing student achievement and performance; ensuring instructional alignment at grade, course, and school levels; and continually assessing and seeking ways to improve the coordination of schools and district departments. Member of the District Leadership Team with a central role in the planning, organizing, and coordinating of schools. Responsible for assigned principal evaluation. Facilitate and monitor the improvement efforts of instruction at all secondary levels.

Performance Responsibilities:**General Description**

The Executive Director of High Schools is responsible for providing leadership and oversight for all high schools within the district. This role involves supporting and coaching principals, ensuring instructional alignment, and implementing policies and programs that enhance student achievement. The position is a key member of the District Leadership Team and plays a central role in the planning, organizing, and coordination of high school operations. Additionally, the Executive Director evaluates principals, monitors instructional improvement efforts, and collaborates with district departments to ensure the success of high school students.

Leadership & Support

- Provide coaching and on-site support to high school principals.
- Coordinate and support principals in collaboration with district departments.
- Lead the process of adding, modifying, or discontinuing high school courses and programs.
- Assist school administrators with data collection, analysis, evaluation, and reporting of student achievement.

- Supervise the development and implementation of the High School Improvement Plan.

Academic & Instructional Leadership

- Ensure high schools align with curriculum standards, graduation requirements, and district goals.
- Oversee the implementation of educational programs, including AP and honors courses.
- Promote best instructional practices and innovative teaching strategies.

Operational Management

- Evaluate high school principals and other assigned administrators.
- Review and consult with principals regarding teacher evaluations.
- Participate in the hiring, training, and staffing process for high schools.
- Coordinate staffing procedures and proposals based on master scheduling.
- Ensure compliance with all federal and state educational mandates and oversee the accreditation process

Student Achievement & Equity

- Analyze student performance data to drive instructional improvements.
- Develop initiatives to close achievement gaps and support diverse student needs.
- Foster a culture of equity, inclusion, and academic success for all students.

Stakeholder Engagement

- Develop strong relationships with families, community members, and stakeholders.
- Serve as the primary liaison between high schools and district leadership.
- Actively participate in county, state, and national organizations to stay informed on best practices.

Education & Experience Requirements

- Illinois Administrative Certificate
- Master's Degree in Curriculum and Instruction or higher (Doctorate Preferred)
- Experience as a high school administrator (HS Principal preferred)
- Strong knowledge of curriculum, assessment, and educational policy
- Provides principal coaching and conducts onsite support when needed.
- Coordinates and supports principals with district departments
- Coordinates regarding the implementation cycle for high school courses and programs and manages the process for adding or deleting high school courses
- Assists building-level administrators in data collection, analysis, evaluation, and reporting of student achievement results
- Supervises the implementation and evaluation of High School Improvement Plans
- Provides district oversight and leadership for the School Counselors at the secondary level
- Assists in articulation both internally and with external educational institutions, including the creation and implementation of dual-credit courses and high school courses for junior high school students
- Evaluate high school principals and other administrators as assigned, review and consult with principals regarding high school teacher evaluations
- Participates in interviewing, hiring, and training staff where necessary
- Coordinates staffing procedures and proposals for the following year based on master scheduling
- Ensures compliance with all federal and state mandates applicable to the District's high school educational programs, and manages the accreditation process
- Develops strong positive relationships with the community, families, and stakeholder groups
- Actively participates in county, state, and national organizations to stay current with issues, research, and best practices associated with curriculum and instruction

- Knowledge, skill, ability, and demonstrated successful performance commensurate with position in public or private schools.
- Performs all other related duties as assigned