

**Job Title:** Administrator for Learning Systems

**Supervisor:** Assistant Superintendent

**Employment Terms:** 12 Months

**Salary Range:** \$135,340 - \$151,500

**Location:** West-MEC (Western Maricopa Education Center)  
5487 N 99<sup>th</sup> Avenue  
Glendale, Arizona 85305

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Job Description:**

West-MEC seeks an experienced and successful instructional leader to serve as an Administrator for Secondary Learning. This position is designed to be a master leader of Campus Administrators, helping them increase their instructional leadership capacities as a means of improving teaching and learning at each campus. Additional responsibilities will include coordinating Curriculum & Instruction and Professional Development to better realize synergies across all of teaching & learning. Performance in this position will be measured through growth in campus metrics performance, teacher effectiveness, and student achievement.

**Essential Duties and Responsibilities:**

**Instructional Leadership:** Build campus administrator capacity as an instructional leader both in and outside of the classroom to support student learning and achievement.

- Work one-on-one with campus administrators as partners to grow their instructional leadership capacity through differentiated support.
- Provide and broker professional development based on individual and group learning needs.
- Provide transparent, meaningful and on-going feedback to administrators through frequent formal and informal structures.
- Ensure that administrators understand performance data and how to use it to improve practice, strategies and student performance.

- Collaborate with colleagues to share ideas and provide coherent support to campuses.
- With campus administrators, C&I, and PD, articulate a vision for high quality instruction and use this definition as a lens through which to gauge practice.
- Develop tools, processes and systems to assist Camps Administrators in campus-wide efforts.
- Assist Campus Administrators in identifying student achievement goals that align to campus need and district vision.
- Supervise Campus Administrators.

**System-wide and team roles:**

- Oversee Curriculum & Instruction to support the improvement of instruction at all campuses and implement sound strategies across programs. Contribute to the design and implementation of all major instructional and educational strategies, including evaluating their effectiveness.
- Supervises the Director of Curriculum & Instruction
- Assist in the interpretation of district policies, rules and regulations and make recommendations regarding their formulation or modification related to campus operations.
- Consult with Leadership and Human Resources on matters of personnel management, employee and student relations.
- Assist in the development, implementation, coordination, evaluation and assessment of the educational programs.
- Assist in the provision of data and the preparation of district and campus tactical plans.
- Assist with the development of alternative and summer CTE experiences.
- Attend all Governing Board meetings and other meetings as appropriate.
- Attends professional meetings, conferences and institutes to keep abreast of current research, trends, and practices.
- Collaborates with other district leaders to assist in meeting district goals and managing district operations.
- Keeps informed as to the operation of the instructional programs at all campuses.
- Promotes articulation across departments, including Campus Administrators, Adult Education, C&I, PD, Student Services.
- Assists in the collection and analysis of student achievement data.
- Oversees secondary program development and improvement initiatives.
- Champions secondary systems accreditation efforts.

**Qualifications:**

- Preferred leadership experience in a CTE setting and CTE teaching experiences

- Holds appropriate state certification (at minimum AZ *Principal's Certificate*) and clearances as required
- Demonstrated ability to get results as a leader including closing achievement gaps
- Demonstrated ability to know and apply instructional practice and strategies that enhance student achievement

**Unique Knowledge, Skills, and Dispositions:**

- Proven ability as a master teacher, especially in 9-12 CTE environments, including modeling effective teaching and leadership practices; articulating a vision for effective instruction; creating learning networks; and inviting critique of own practice and reflecting upon it.
- Expert in using evidence of school performance to drive feedback, including observing and analyzing practice; using data performance to determine underlying causes; and providing differentiated support based on evidence.
- Clear knowledge of high quality instructional practice, implementation, and monitoring techniques.
- Character, personality, and proper social capability to relate effectively with an ethnically diverse staff, students, and families.
- Demonstrate passion for student learning and a deep belief that every student deserves pathways for realizing economic independence.
- Demonstrate knowledge and skill in community and public relations, employee relations, legislative relations, planning and general administration.
- Working knowledge of Federal and state laws and regulations of Arizona.

**Other Requirements:**

- Arizona Driver's License required
- Must be able to pass fingerprint and background checks
- May be required to travel to perform job functions
- Occasional work outside normal working hours

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://westmec.edu/employment/> Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.