Job Description for Director of Academics

Position Summary: The Director of Academics is responsible for overseeing, coaching and supporting classroom teachers to ensure that all Columbia Academy students reach their highest academic potential. The Director of Academics will work with principals, teachers, parents, and students to promote student learning. Reporting directly to the President, the Director of Academics will work closely with the principals to establish a strong achievement centered culture; coach all teachers to excellence using data to inform decisions; ensure the functionality of systems that support student achievement and design targeted individual and group professional development for teachers.

Evaluated by: President

Responsibilities: The Director of Academics is responsible for working with the president and the principals to evaluate, enhance, and expand academic offerings with the following primary responsibilities:

1. To create and monitor a comprehensive professional development plan for all teachers that includes orientation and mentoring of new teachers. This includes oversight of any Title II funds that may be available for professional development. This also includes planning all in-service opportunities for faculty.
2. To provide individual and school wide instructional coaching that is data driven while ensuring that curriculum is aligned with the relevant standards and assessments. This includes implementation of periodic standardized assessments that will provide data to inform instruction.

Other responsibilities include:

3. To lead the school’s standards based instructional and assessment strategies to build and support a data driven culture where assessments are used to increase achievement and student learning.
4. To observe, supervise, and help the faculty in the development and implementation of curriculum.
5. To assist with the textbook review and purchasing process.
6. To coordinate in-house, state, and national assessments; including the development of in-house assessments and selection of standardized tests. To evaluate, track and share standardized test results with all appropriate parties.
7. To engage the staff in intensive data analysis and results planning that will inform planning and instruction.
8. To ensure compliance with legal requirements of government regulations and agencies.
9. To lead accreditation efforts and school improvement planning.
10. To review the certification of faculty and ensure complete documentation of certification.
11. To make recommendations to the principals regarding the hiring, retention and assignment of faculty.
12. To build a culture of sharing of effective practices among instructional staff by facilitating cross-class observations, co-planning sessions, and ad-hoc meetings as necessary.
13. To serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures; to work with teachers on areas of weakness as well as best practices.
14. To contribute to the guidance function of the school, including scheduling of students, academic advising and college counseling.
15. To provide data to parents and other internal and external stakeholders related to academic evaluation and assessment, testing, academic procedures, and academic offerings.
16. To implement and oversee a program to challenge gifted students to achieve to their highest potential.
17. To assist the Director of the Harmony program in evaluation, planning and execution of the program.
18. To report to the Academic Committee of the Board of Directors as needed.

The ideal candidate will possess these characteristics:

Competent, professional and personable

Efficient written and verbal communication skills

Ability to work as part of a team

Attentive to detail and ability to multi-task

Significant classroom teaching experience

Master’s Degree in Education, with a doctorate preferred

Valid teacher or administrator license