

NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

Title: Director of Academic Affairs

Reports to: Principal

Company Overview

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice. New Beginnings High Schools offer both virtual and brick and mortar options for students.

Position Summary

The Director of Academic Affairs provides leadership, support and direction for the teachers through education modeling and professional development. This position is responsible for implementation of strategies with teachers to address appropriate customer behaviors.

Key Responsibilities

Academic Instruction & Professional Development

- Support NBHS by attending community service and outreach activities throughout the year
- Trains, models, coaches, supervises, evaluates performance, and provides leadership to assigned academic employees, teachers and paras if applicable
- Design professional development calendar and sessions
- Lead professional development sessions
- Model lessons as appropriate
- Directs and/or conducts surveys and studies required to determine the training and educational professional development needs of the academic staff
- Provides direction to all teacher programs in the specific areas of development, review, program evaluation
- Oversees the preparation of and prepares all reports and records for teacher education and assists in developing and complying with NBHS policies
- Coordinates and provides direction for the cooperative learning opportunities for teachers
- Works in cooperation with teachers in the development and planning of programs within the scope of assignment
- Utilize school SIS systems, reporting to identify targets, deficiencies to develop customer educational plans
- Assists faculty in the acquisition, development, and utilization of instructional resources.
- In cooperation with team develops requests for teacher supplies

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Discipline

- Develops, monitors and implements customer's behavior procedures regarding customers and teachers
- Interprets and performs assignments in compliance with pertinent federal, state and local laws, and regulations relative to areas of assignment
- Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate
- Oversee safety of customers and teachers on a daily basis.

Curriculum Development

- Able to build courses in Compass. Train staff on Compass and analyze reporting in Compass
- Be able to utilize, analyze, and train staff in iReady Diagnostic Assessment system
- Stay abreast of research and effective practice in all subject areas
- Provide structures for collaborative planning in all subject areas, including opportunities for vertical and horizontal planning with teachers to ensure instructional alignment and consistency.
- Ensure provision of resources for curriculum development across all subject areas.
- Support teachers in unit and lesson planning
- Conference with teachers on planning, classroom and customer data
- Conduct observations and provide feedback to teachers
- Identify professional development resources to support teacher development, including books, articles, conferences, and learning opportunities

Systematic Use of Formative Assessment Data

- Coordinate system of daily formative assessment practices and interim assessments, including assessment design, revision, tracking, and analysis.
- Ensure alignment of internal assessment practices with state assessments and ACT.
- Ensure comprehensive preparation for state assessments and ACT.
- Facilitate data-driven instructional planning through regular meetings and professional development session.

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Layers of Learning Support

- Use formative assessment data to drive on-going responsive support for customers
- Participate in school's RTI process
- Build appropriate frameworks

Minimum Qualifications

Requirements

- A Master's degree from an accredited college or university and approximately three years of educational leadership experience.
- Administration experience preferred.
- Professional Educator's Certificate.
- Considerable experience with various computer skills, and other commercial subjects.
- Considerable experience in responsible secretarial positions; or an equivalent combination of training and experience.
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver's license, reliable transportation, valid automobile insurance

Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies.
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds

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- Demonstrate critical thinking skills
- Demonstrate problem solving skills

The Director of Academic Affairs must demonstrate commitment to the mission and vision of New Beginnings High School by providing world-class academic support to the educators at NBHS as well as provide support to NBHS staff in insuring a safe environment for all customers. The Director of Academic Affairs will work collaboratively with the Principal, administration, and faculty in all their objectives through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Working Conditions

Environment

Requires working indoors or remotely in an environmentally controlled office setting. Requires sitting for the majority of the day.

Physical Requirements

Generally, the job requires 40% sitting, 20% walking and 40% standing. Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

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The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print) _____

Employee Signature _____

Date _____

Principal (print) _____

Principal Signature _____

Date _____

