

NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

Title: Pilot Director (Student/Teacher Coach)

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 virtual and brick and mortar options for students.

Position Summary

This position exists to provide a way to ensure the success of our students and teachers with a long-term knowledgeable person removed from the day-to-day rigors of the classroom. This role will succeed in addressing the academic goals of our students by designing, implementing, evaluating and enhancing a program that promotes student achievement while also working directly with those students that need additional direction as they work toward graduation. This role will also work directly with teachers and our ESE department to design curriculum that is relevant and relatable to our student population while also providing training to new teachers.

Key Responsibilities

- This role aligns with NBHS mission to support the academic achievement of all students, insuring equity and access to all.
- This role implements federal, state and local mandates; facilitates the successful transition and progression of students throughout the system; develops and maintains a written plan for effective delivery of the school instructional program, training and communicating the goals to educational stakeholders.
- Direct services address curriculum, individual student planning, preventive and responsive services, tracking individual student progress as they progress toward graduation. Provide training to teachers to overcome classroom challenges and train new teachers to deliver our curriculum.
- This role works with students individually and in groups and provides consultation to teachers and other school personnel regarding students and makes referrals as appropriate.
- This role supervises and consult with the ESE program director ensuring the ESE program maximizes its effectiveness.

Minimum Qualifications

Requirements

- Bachelor's degree from an accredited college or university is required. Master's degree in Guidance/Education preferred.
- Teaching certificate (preferred).
- Three years' experience working with youth in an educational non-profit capacity.
- One-year experience evaluating educational / academic outcomes of youth.
- 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

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- 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

- Knowledge of the principles and practices of teaching and counseling; developmental, physical, social/emotional needs and abilities of students/teachers, and cultural diversity.
- Capable of developing and monitoring a curriculum program for at-risk students at the high school level and adjusting that program as needed.
- Complies with legal and ethical standards.
- Ability to communicate effectively verbally and in writing; maintains effective working relationships with others; proficient in current technology and software; provides leadership and professional learning.
- Attends to detail and follows tasks through to completion; organizes and sets priorities; works independently and effectively and meets deadlines.
- Exercises good judgment and maintains appropriate confidentiality.
- Develops and implements data-rich, needs-driven, research supported programs; and engages in continuous program evaluation activities.

Working Conditions

Environment

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work task priorities, setting goals and meeting deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts and with the public. This is a 12 month exempt position that may require travel.

Physical Requirements

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds. Requires travel to schools and worksites within the district.

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 _____

Direct Supervisor/Principal (print) _____

Direct Supervisor/Principal Signature _____

Date _____

