

MANAGEMENT JOB DESCRIPTION

ACADEMY DIRECTOR

JOB SUMMARY:

Under the supervision of the Superintendent and in accordance with the California Professional Standards for Educational Leaders (CPSEL), serves as the educational leader and chief executive of an academy school. Academy school director may service in traditional school setting or in a non-traditional school setting. Academy school directors may also service needs at the district office in the instructional services department.

ESSENTIAL JOB FUNCTIONS:

Full Understanding of the California Professional Standards for Education Leaders:

STANDARD 1: DEVELOPMENT AND IMPLEMENTATION OF A SHARED VISION

- 1A: Student-Centered Vision: Shape a collective vision that uses multiple measures of data and focuses on equitable access, opportunities, and outcomes for all students.
- 1B: Developing Shared Vision: Engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders.
- 1C: Vision Planning and Implementation: Guide and monitor decisions, actions, and outcomes using the shared vision and goals.

STANDARD 2: INSTRUCTIONAL LEADERSHIP

- 2A: Professional Learning Culture: Promote a culture in which staffs engage in individual and collective professional learning that results in their continuous improvement and high performance.
- 2B: Curriculum and Instruction: Guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.
- 2C: Assessment and Accountability: Develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes, and student learning.

STANDARD 3: MANAGEMENT AND LEARNING ENVIRONMENT

- 3A: Operations and Facilities: Provide and oversee a functional, safe, and clean learning environment.
- 3B: Plans and Procedures: Establish structures and employ policies and processes that support students to graduate ready for college and career.
- 3C: Climate: Facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner.
- 3D: Fiscal and Human Resources: Align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.

STANDARD 4: FAMILY AND COMMUNITY ENGAGEMENT

- 4A: Parent and Family Engagement: Meaningfully involve all parents and families, including underrepresented communities, in student learning and support programs.
- 4B: Community Partnerships: Establish community partnerships that promote and support students to meet performance and content expectations and graduate ready for college and career.
- 4C: Community Resources and Services: Leverage and integrate community resources and services to meet the varied needs of all students.

STANDARD 5: ETHICS AND INTEGRITY

- 5A: Reflective Practice: Act upon a personal code of ethics that requires continuous reflection and learning.
- 5B: Ethical Decision Making: Guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.
- 5C: Ethical Action: Recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication, necessary to consistently make fair and equitable decisions on behalf of all students.

STANDARD 6: EXTERNAL CONTEXT AND POLICY

- 6A: Understanding and Communicating Policy: Actively structure and participate in opportunities that develop greater public understanding of the education policy environment.
- 6B: Professional Influence: Use their understanding of social, cultural, economic, legal, and political contexts to shape policies that lead to all students graduating ready for college and career.
- 6C: Policy Engagement: Engage with policymakers and stakeholders to collaborate on education policies focused on improving education for all students.
- Perform other duties as assigned.

School Duties:

- Serves as an administrative leader of the program providing continuous supervision and evaluation of instructional programs and personnel.
- Creates professional development throughout the year for staff as well as individual professional development plans.
- Participates in the selection of new personnel and makes recommendations as requested regarding promotions, reassignments, and discipline.
- Organizes, supervises and directs the learning program curriculum and related instructional programs; participates in the development of virtual learning and alternative learning programs; assures proper communication of programs to administrators, parents and the community; develops and leads advisory councils and committees to support school programs.
- Works closely with the special education department to oversee 504 plans, IEP plans, and response to intervention programs.

Other Duties:

- Creates opportunities for connecting with families and teachers.
- Work collaboratively with other programs within the larger organization to streamline and improve programs for all students and staff.
- Perform other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials:**
Elementary, Single Subject
California Administrators Tier 1 Credential
- **Education and Experience:**
Master's Degree in Educational Leadership highly desirable.