



Job Description: Director of Academics

Department: Administration

Job Status: Full Time

FLSA Status: Exempt

Reports To: Superintendent

Positions Supervised: All Assigned Staff

Amount of Travel Required: Some travel required

Work Days: 225

Pay Grade: 5

POSITION SUMMARY

Plan, direct, or coordinate the academic, clerical, or auxiliary activities of public or private elementary or secondary level schools.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- ◆ Review and approve new programs, or recommend modifications to existing programs, submitting program proposals for school board approval as necessary.
- ◆ Prepare, maintain, or oversee the preparation and maintenance of attendance, activity, planning, or personnel reports and records.
- ◆ Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
- ◆ Prepare and submit budget requests and recommendations, or grant proposals to solicit program funding.
- ◆ Direct and coordinate school maintenance services and the use of school facilities.
- ◆ Counsel and provide guidance to students regarding personal, academic, vocational, or behavioral issues.
- ◆ Organize and direct committees of specialists, volunteers, and staff to provide technical and advisory assistance for programs.
- ◆ Teach classes or courses to students.
- ◆ Advocate for new schools to be built, or for existing facilities to be repaired or remodeled.

- ◆ Plan and develop instructional methods and content for educational, vocational, or student activity programs.
- ◆ Develop partnerships with businesses, communities, and other organizations to help meet identified educational needs and to provide school-to-work programs.
- ◆ Direct and coordinate activities of teachers, administrators, and support staff at schools, public agencies, and institutions.
- ◆ Evaluate curricula, teaching methods, and programs to determine their effectiveness, efficiency, and utilization, and to ensure that school activities comply with federal, state, and local regulations.
- ◆ Set educational standards and goals, and help establish policies and procedures to carry them out.
- ◆ Recruit, hire, train, and evaluate primary and supplemental staff.
- ◆ Enforce discipline and attendance rules.
- ◆ Observe teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
- ◆ Establish, coordinate, and oversee particular programs across school districts, such as programs to evaluate student academic achievement.
- ◆ Review and interpret government codes, and develop programs to ensure adherence to codes and facility safety, security, and maintenance.
- ◆ Determine allocations of funds for staff, supplies, materials, and equipment, and authorize purchases.
- ◆ Write articles, manuals, and other publications, and assist in the distribution of promotional literature about facilities and programs.
- ◆ Recommend personnel actions related to programs and services.
- ◆ Collaborate with teachers to develop and maintain curriculum standards, develop mission statements, and set performance goals and objectives.
- ◆ Collect and analyze survey data, regulatory information, and data on demographic and employment trends to forecast enrollment patterns and curriculum change needs.
- ◆ Determine the scope of educational program offerings, and prepare drafts of course schedules and descriptions to estimate staffing and facility requirements.

POSITION QUALIFICATIONS

Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- ◆ Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- ◆ Communication, Oral - Ability to communicate effectively with others using the spoken word.
- ◆ Communication, Written - Ability to communicate in writing clearly and concisely.

- ◆ Consensus Building - Ability to bring about group solidarity to achieve a goal.
- ◆ Decision Making - Ability to make critical decisions while following company procedures.
- ◆ Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- ◆ Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- ◆ Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- ◆ Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- ◆ Management Skills - Ability to organize and direct oneself and effectively supervise others.
- ◆ Reliability - The trait of being dependable and trustworthy.

Education

Master's Degree

Experience

Five to ten years experience on related leadership positions.

Other Requirements

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and carry moderate weight (15-44 pounds), sit, stand , walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the district, and possess visual acuity. May experience prolonged and irregular work hours and work with frequent interruptions.

WORK ENVIRONMENT

Office environment in a controlled atmosphere building.

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.