**SUMMARY**

Directs and coordinates educational and administrative activities of the School by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Represents the educational interests of the organization on the Management Team directing the overall vision and operation of the school.
* Ensures compliance with all federal, state, and local laws including Division 22 and special education procedural compliance. Stays up to date on legislative and ODE recommended practices by attending COSA conferences and seeking out technical assistance from ODE.
* Leads the School Improvement Plan including gathering input from various stakeholders (caregivers, students, and staff), uses plan to evaluate the effectiveness of the programming provided by Serendipity.
* Supervises and onboards all classroom teachers including direct observation of Serendipity’s practices, regular feedback and coaching to increase the implementation of evidence-based practices.
* Leads Culturally Responsive, Assessment, Curriculum and Instruction by coordinating and ensuring implementation of all curriculum, culturally responsive practices, evidence-based instruction and assessment for learning.
* Leads whole group prevention professional development including CHAMPS/STOIC, developing and implementing school wide structure and routine, coaching model of professional development, explicit instruction and special education procedures.
* Leads teachers in professionalism in leading teams by supporting teachers in working together with their classroom staff to support student growth and safety.
* Supports Vice-Principal in leading individual interventions including participating in Intensive Student Support Team, leading Least Restrictive Setting determinations, and supporting supervisees in implementing individual behavior interventions including behavior assessments and behavior support plans.
* Co-leads equity, diversity, and inclusion programming to ensure that both staff and students have the support they need to address bias incidents and/or microaggressions.
* Assists compliance manager in accreditation and private alternative evaluations.
* Coordinates all activities under the Education and Transition Pillar including the school-wide schedule, graduation requirements, academic calendar, the teaming meeting schedule.
* Substitutes for Vice-Principal as needed in regards to student discipline including suspension letters, contacting caregivers, and coordinating and leading re-entry meetings and follow up check in meetings.
* Leads teacher meeting to ensure understanding and implementation of the requirements on the academic calendar as well as to problem solve procedural and programmatic concerns.
* Oversees grading administration including written expectations and accountability for timely and accurate grading including quarterly grading, mid-quarter grading, and incomplete grade administration.
* Plans and coordinates all programing for Extended School year including class lists, planning day, and ESY school-wide schedule.
* Promotes and maintains a positive school climate; works and relates effectively with students, staff, and parents/guardians to establish and maintain a positive tone and atmosphere within the School; relates effectively with districts and community agencies.
* Leads implementation of Serendipity policies and practices within the therapeutic school. Confers with staff to advise, explain, or answer procedural or policy questions.

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

* Monitors the safety and security of the facilities.
* Performs crisis intervention and CPI approved physical management.

**SUPERVISORY RESPONSIBILITIES** Manages and oversees Teachers, itinerant instructors, and one administrative staff person, and is responsible for observing the performance of all program staff , working collaboratively with other supervisors to direct performance. Is responsible for the overall direction, coordination, and evaluation of the program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. This position works in harmony with other members of Serendipity leadership to accomplish agency and program objectives.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Education: Master's degree required in related fields such as special education, licensed clinical social worker, licensed professional counselor, applied behavior analysis, school psychology, . Experience: Two to four of directly related or relevant leadership and school/program administrative experience and/or training with increasing levels of responsibility preferred. Understanding and two years of experience implementing special education procedural safeguards strongly preferred.
* Licensure: Current Oregon Administrator’s License.
* General Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from staff and parents/guardians, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables.
* Computer Skills: General MS Windows and word-processing and workbook skills

**WORK ENVIRONMENT**

General office conditions. While performing the duties of this job, the employee may be exposed to assault by a student. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet, but sometimes may be moderate and occasionally very loud.