



# Empowerment Through Opportunity



<b>Job Title:</b>	<b>Associate Director of Academics - White City Campus (Principal/Vice Principal)</b>	<b>Job/Benefits Grade:</b>	1A
<b>Department/Group:</b>	KUA Admin	<b>Supervisor:</b>	Sunshine Price - Director of Academics
<b>Location:</b>	KUA White City	<b>HR Contact</b>	Raco Verhaaren
<b>Level/Salary Range:</b>	DOE	<b>Position Type:</b>	Contracted

**Job Summary:**

Direct and manage instructional programs and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with KU and KUA policies, success of instructional programs, and operation of all campus activities.

**Job Description**

**This position is to lead our new White City campus that opened in the 2020-21 school year with a PreK program and Kindergarten. We will be expanding next year and will add 1st grade; and then will add a new grade level each subsequent year. The Associate Director of Academics will work closely with the Director of Academics and Director of School Culture to align the programs in White City with our Medford Campus and will ensure our programs continue to thrive and grow each year.**

**Major Responsibilities and Duties:****Instructional Management**

- Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- Regularly consult about planning, operation, supervision, and evaluation of campus education programs. Include students and community representatives when appropriate.

**School Morale**

- Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
- Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.
- Provide for two-way communication with the Director of Academics & Director of School Culture, staff, students, parents, and community.
- Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
- Ensure the effective and quick resolution of conflicts.

**School or Organization Improvement**

- Build a common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of the school's mission.
- Identify, analyze, and apply research findings to promote school improvement.
- Develop and set annual campus performance objectives based on data
- Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives

**Personnel Management**

- Interview, select, and orient new staff in collaboration with the Director of Academics. Approve all personnel assigned to campus.
- Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Observe employee performance, record observations, and conduct evaluation conferences with staff.



- Make recommendations to the Academics Director on termination, suspension, or nonrenewal of employees assigned to campus.
- Work with senior administration to plan professional development activities.
- Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.

**Management of Fiscal, Administrative, and Facilities Functions**

- Comply with KU/KUA policies, state/federal laws, and regulations affecting the schools.
- Keep programs within budget limits. Maintain fiscal control. Accurately report fiscal information.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
- Manage use of school facilities. Advise facilities manager about ongoing maintenance of facilities to ensure a clean, orderly, and safe campus.

**Student Management**

- Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
- Conduct conferences about student and school issues with parents, students, and teachers.

**Professional Growth and Development**

- Develop professional skills appropriate to job assignment.
- Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

**School or Community Relations**

- Articulate the school's mission to the community and solicit its support in realizing the mission.
- Demonstrate awareness of school and community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Other duties as assigned.

**Supervisory Responsibilities:**

Supervise staff assigned to campus including teacher(s), instructional aides as assigned.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional local and statewide travel; frequent prolonged and irregular hours.

**Qualifications:**

**Education/Certification:**

- Master's degree in Education or Educational Administration
- TSPC administration license strongly preferred
- Bilingual English/Spanish preferred

**Special Knowledge/Skills:**

- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel



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- Ability to coordinate campus functions
- Ability to implement policy and procedures
- Strong organizational, communication, public relations, and interpersonal skills
- Three years experience as a classroom teacher with additional experience in instructional leadership roles