

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: **Administrative Director, Academic Achievement**

BASIC FUNCTION:

Under the supervision of the Executive Director/Principal, the Administrative Director, Curriculum and Instruction will provide critical leadership to carry out the school's mission, goals, and educational programs. Primary responsibilities include the research, planning, development, implementation, and evaluation of curriculum and instruction with an emphasis on special populations represented within the Local Control and Accountability Plan (LCAP). The Administrative Director of Academic Achievement will frequently participate in and facilitate meetings with a broad range of certificated and classified staff, students, and community members to influence, motivate, and monitor the objectives of the School.

A large responsibility within the position is coordinating programs guided through the supplemental funding of the LCAP with a focus on English Learners and in facilitating data and instruction to promote the success of all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides leadership to develop, coordinate, and evaluate curriculum;
- Develops and implements an ongoing procedure and analysis for curriculum review and/or revision;
- Manages and controls the examination, evaluation, and adoption, of instructional resources;
- Interprets the curriculum programs to the Board, community and staff;
- Confers with, counsels, and advises management and instructional personnel concerning instructional methods, techniques, and strategies;
- Plans and implements professional development activities for teachers, coaches and math para-professionals, including research-based instructional practices as the primary director of PD;
- Plans and facilitates faculty, curriculum council, and department chair meetings;
- Develops and coordinates a system of monitoring the implementation of staff development;
- Supports and guides site administrators and teachers in developing a four-year college going culture K-12, particularly increasing A-G completion rates;
- Works with site administrators, counselors, and teachers in coordinating the continuity and articulation of various assessment measures;
- Carries out community advisory and parent advisory groups related to curriculum, instructional materials, digital citizenship, and/or technology;
- Establishes lines of communication with staff and community regarding curriculum and instruction;
- Coordinates the ELD Program;
- Assists teachers and administrators in analyzing their school data to identify low-achieving students;
- Provide support for RTI including instruction, data analysis, and resources, in collaboration with the Academic Director of Student Support Services;

- Collaborates with administrators to plan and coordinate academic support programs including programs within the school day, extending the school day, and the Dolphin Leadership Academy in the summer.
- Assists in analyzing data from, local, state and national assessments to drive academic improvement;
- Work with staff in organizing and coordinating grade level and department meetings to affect and continuity and articulation of the instructional program;
- Coordinates Ed Tech instruction in collaboration with CTE coordinator;
- Responsible for oversight of assigned academic departments;
- Serves as class sponsor for one grade level;
- Evaluates certificated and classified employees;
- Serves as Title IX coordinator;
- Assists the Executive Director/Principal in carrying out other duties and responsibilities as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of :

- Leadership development
- Curriculum planning and development
- Essential components of school innovation
- Instructional techniques, methods and materials
- Coaching strategies
- California Common Core Standards and CAASPP
- LCFF and LCAP
- Professional Learning Communities

Ability to:

- Manage multiple projects, prioritize work, keep and maintain accurate records, and meet deadlines
- Communicate well, both orally and in writing
- Interpret data
- Exercise leadership to improve focused collaboration and cooperative planning, for professional learning communities;
- Evaluate instructional program effectiveness;
- Work cooperatively with other staff members, community, and parents

EDUCATION:

Master's Degree required; Doctorate degree preferred.

EXPERIENCE:

- Any combination equivalent to:
- Master's Degree in Education or related field
- Seven years of increasing responsibility in the administration of educational programs, including three years of teaching or working directly with students, preferably at the high school level
- Site leadership experience

- Work history demonstrating dependability, reliability, excellent attendance, and positive evaluations
- Training beyond credential requirement in curriculum, supervision, methods and materials, organization, and administration.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Administrative Credential
- Valid California Teaching Credential
- English Language Learner Authorization
- Valid driver's license

WORK ENVIRONMENT:

Employees regularly work in an indoor office environment, a classroom environment, and occasionally, an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will work under typical office conditions which are moderately quiet, but will encounter a loud, noise level both indoors and outdoors, occasionally. The employee is subject to constant interruptions.

MENTAL DEMANDS:

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use advanced math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with school administrators, managers, staff, vendors, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

PHYSICAL DEMANDS:

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell. While performing the duties of this job, the employee is regularly required to sit; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 50 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.