

JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR OF ACADEMICS	REPORTS TO: ADMINISTRATIVE DIRECTOR
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Position Overview

The Academic Assistant Director is the leader of the instructional staff and is responsible for the overall instructional program as outlined in the Mountainville Academy charter.

Essential Responsibilities

- **Educational and Program Management**
 - Supervise instructional and curriculum services to address student achievement
 - Devise, implement and evaluate instructional development programs
 - Supervise teachers and aides, regularly observe classes and groups, and coordinate the development of training programs in methods, content, and structure
 - Oversee initial assessments for new students
 - Implement effective educational process through the collection and interpretation of student data
 - Coordinate with the school director and other administration to ensure the school instructional programs further the school's mission
 - Work with Business Manager, School Director and other administration (including members of the Board of Trustees) on the purchase, distribution, and evaluation of curriculum materials
 - Manage the instructional professional development program
- **Classroom Management and Organization**
 - Train teachers in methods of classroom preparation to enhance instruction as prescribed by Mountainville's curriculum and methods
 - Train teachers and instructors on how to manage student behavior in agreement with the school's code of conduct and related policies and programs
 - Ensure necessary and reasonable measures are taken to protect students, equipment, materials, and facilities
- **Communication**
 - Establish rapport with parents, students, school staff, and board members
 - Create and maintain a professional relationship with colleagues, students, parents, and community
 - Communicate and assist in teacher communication with parents regarding student progress
 - Maintain communication with parents, staff, and other educational professionals to circulate professional research, ideas and information

Other Responsibilities

- Enrich job skills through professional development activities
- Research current and proposed instructional programs, materials, and methods
- Stay abreast of and abide by state and charter regulations and policies for charter schools
- Gather, manage, and file all reports, records, and documents required
- Maintain at least 98% attendance
- Assist in writing and updating academic program information as needed for grants, reports, and other documents

Qualifications and requirements:

- Bachelor's Degree in Education (K-8 endorsements) or ARL equivalent
- Experienced classroom teacher, coach, trainer

Other Skills/Abilities

- Possess extensive knowledge of Mountainville's academic program and methodologies and have a thorough understanding of the Utah state core curriculum
- Trained in curriculum development and evaluation
- Possess skills in teacher training, coaching, and evaluation
- Be skilled in classroom and behavior management
- Understand and use planning and organizational skills
- Demonstrate commitment to the school's mission, vision, and philosophy
- Be able to interpret policies, procedures, and data
- Be able to work within a proscribed department budget

All primary roles and major responsibilities are listed. Additional duties and skills may be required for the job.