

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE DIRECTOR	REPORTS TO: BOARD OF TRUSTEES
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Position Overview

The Administrative Director is the head of all aspects of school operation, and is primarily responsible for achieving the school's mission of helping students become motivated learners with the skills to succeed in life. The Director oversees the entire academic program, trains and motivates all staff, manages the school's public relations efforts with students, parents, and the broader community, and ensures legal compliance with public education laws and regulations.

- **Academic Program Management**
 - Oversee instructional and managerial program to validate effectiveness of program outcomes and use results to make adaptations
 - Collaborate with board committees and other school administrators on planning, operation, supervision and evaluation of the program's and student success
 - Recognize, review, and apply data to encourage school improvement
 - Collaborate with staff for united school improvement plan.
 - Document operations of Mountainville programs to develop accurate budget
 - Work with Business Manager to maintain fiscal control; Report accurate fiscal information
 - Ensure school facilities are managed effectively. Oversee facilities to ensure maintenance provides a clean and safe school
 - Collaborate with staff to implement a student discipline plan that encourages a positive learning environment and enhances student's behavior
 - Provide for uniform enforcement of school standards and oversee appropriate and reasonable student discipline as issued in accordance with school policy
 - Hold parent/teacher/student conferences in regards to student and school issues
 - Ensure necessary and reasonable measures are taken to protect students, equipment, materials, and facilities

- **Staff Training and Motivation**
 - Interview, select, and orient new employees
 - Provide training, tools, and all necessary information for each staff member to be able to perform his job functions
 - Instruct staff about performance requirements in relation to instructional strategies, classroom management, and communication with the public
 - Observe all classes regularly, both formally and informally
 - Hold employee evaluation conferences based on records of performance observations

- Oversee and assess the performance of school employees, including but not limited to Assistant Director, Instructional Coach, Special Education Director, Counselor, teachers, instructors, and clerical support staff
 - Promote the school's ideology and standards for students and staff
 - Manage conflicts between other school employees
 - Collaborate with Instructional Coach to plan and accomplish professional growth goals and development program for all staff members
- **Legal Compliance**
 - Abide by all state and federal law that apply to charter schools, and charter policy
 - Gather, manage, and file all hardcopy and computerized reports, records and other documents required including accurate and timely reports as required
 - Attend all required state meetings, including the monthly Charter Directors' meeting
 - Attend other meetings and training that provide legal guidance
- **Public Relations**
 - Establish rapport with parents, students, school staff, and board members
 - Create and maintain a professional relationship with colleagues, students, parents, and community
 - Coordinate with the school's parent organization to increase parental involvement and activity within the school
 - Maintain communication with parents, staff, and other educational professionals to circulate professional research, ideas and information
 - Convey the Mountainville mission to students, parents, staff, and the overall community and encourage support in accomplishing the mission
 - Illustrate understanding of charter and community needs and begin activities to meet those needs
- **Professionalism**
 - Enrich job skills through professional development activities
 - Research current and proposed instructional programs, materials, and methods
 - Model professional, ethical and responsible behavior
 - Work from school as scheduled and arrive on time
- **Job-Related Conditions**
 - Maintain control in stressful situations
 - Extended and irregular hours may be required
 - Some lifting may be required