

## **AYA Department/Division Leader - Job Description**

### **Qualifications:**

1. A master's degree or a master's degree in process.
2. A valid license in the field of school administration in progress.
3. Three (3) years successful experience as a classroom teacher at the appropriate level.
4. Such alternatives to the above qualifications as may be required

**Reports to:** Head of School

### **Required knowledge, skills, and abilities:**

- Comprehensive, in-depth, and current knowledge of principles and practices of modern education and ability to apply them to the needs of the school.
- Comprehensive knowledge of current curriculum and instructional practices and trends.
- Ability to analyze and examine student and test data and make recommendations for improvements in curriculum and teaching.
- Demonstrated competency in the field of education, leadership and management.
- Demonstrated capacity and capability to fulfill the responsibilities of the role
- Promote a positive image of the school within the local school community and the larger community by actively promoting the school programs and events.
- Address staff issues and concerns in a professional manner by resolving them.
- Ability to maintain a comprehensive system for managing the work schedule.
- Ability to plan and organize effectively.
- Ability to plan and supervise the work of others.
- Ability to develop effective working relationships with students, staff, and the school community.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to coach teachers on effective instructional strategies.
- Maintain security and confidentiality of records, tests, and other items relating to students and staff.
- Uphold and maintain all school policies and rules.
- Physical mobility, dexterity, strength, and visual acuity to meet student needs, deal with student problems and assist with building maintenance problems and school ground monitoring activities.

### **Job Goal:**

To serve as an instructional and administrative leader, to work with staff, students, and community to ensure a high-quality educational program, and to formulate and accomplish the school mission.

### **Performance Responsibilities:**

#### **I. Student Management**

- Responsible for student management, attendance, and discipline for the division.
- Responsible for maintaining accurate records of all students with concerns as they progress through the school in all areas identified above.
- Responsible for making recommendations for students to be transitioned out of the school both during and at the end of the year for all areas identified above.
- Responsible for the successful and comprehensive implementation of the PBIS program for the school.
- Work closely with the HOS to set school wide student development goals.
- Work closely with the social counselor to redirect student behavior.
- Manage the students' progress as it pertains to their IEP and service plans in relation to the district, services provided, funds allocated, parent expectations and teachers schedule and instructional strategies.

#### **II. School Management**

- Assist at school's functions and actively promote the school programs and events.
- Maintain communication with the teachers, parents, and students as it pertains to the curriculum and departmental programs.
- Establish and maintain the proper implementation of the 3 track academic program: Pre-IB, Pre-AP and Honors program as it pertains to the division, curriculum and classroom teaching.

### **III. Administrative**

- Create a master textbook list for each new school year, by March, and meet with the administrative team to finalize and place book orders.
- Evaluate the curriculum maps on a quarterly basis, establish and implement improvement goals, based upon standards and submit progress updates to the HOS.
- Develop curriculum goals and outlines for all subjects for new and updated curriculum as well as current curriculum, to be introduced at the start of each new school year.
- Evaluate the lesson plans on a weekly basis, provide constructive feedback to the teachers, and maintain and share monthly progress reports with the HOS.
- Recommend improvements and changes in the instructional programs, textbooks and instructional supplies and materials as it pertains to ALL core subjects and ALL grade levels in March of each year, with the goal of updating one subject per year.
- Oversee the annual collection, inventory, ordering and distribution of teacher resources and student textbooks and workbooks for the new school year to ensure the timely start of the new school year.
- Make recommendations to the HOS to develop the master teacher and class schedule for the school in April of each year.
- Participate in the academic probation committee to discuss student concerns and possible retention or conditional promotion, throughout the year.
- Monitor and document the progress of students on academic probation, on a quarterly basis.
- Contribute to the weekly memo, school shared calendar, and monthly newsletter, and all other communication systems in a timely manner.
- Participate in the student admission committee.
- Prepare and distribute the summer reading list and summer program information by April.
- Maintain a file for recommended revisions for all policies and handbooks to be used by the HOS for parent/student and staff handbook revisions.
- ***Organize and coordinate ALL Events and tasks for the department.***
- ***Take responsibility for other programs, tasks, and duties as assigned by the HOS.***
- ***All major decisions must be discussed, approved, and endorsed by the HOS.***

### **IV. Instructional Program**

- Organize ALL programs and events for the department.
- Ensure the effective implementation of the curriculum and all programs.
- Analyze student test data and direct the classroom instruction to maximize learning. Document and monitor the progress to ensure growth. Use student data to set PD goals for teachers and department.
- Obtain standardized assessment data and use evaluative findings (including student achievement data to examine curriculum and instruction program effectiveness.
- Collect, review and analyze the curriculum maps and the lesson plans through ATLAS, on a semester basis and utilize it to improve the instructional program.
- Monitor the RenWeb for homework alignment per the school guidelines and curriculum. Provide monthly documentation and feedback to the HOS.
- Ensure the timely distribution of report cards at the end of each quarter.
- Coordinate and organize all field trip experiences for the department, that extend the curriculum and ensure active participation of all students.

### **V. Staff Development.**

- Conduct teacher observations and evaluate teachers for effectiveness of instruction and improve individual teacher performance for curriculum alignment; once in September, once in January, and once in April.

- Hold periodic meetings with grade level teachers twice per year to ensure vertical and horizontal curriculum alignment.
- Manage the Professional Development program for the staff to promote professional growth of all employees in the department
- Monitor staff attendance to school and during school to maximize the use of instructional time.

## **VI. Communication and Documentation**

- Utilize and maintain the established system of documentation and communication between the HOS and the administrative team.
- Take responsibility for securing ALL documents used and created in an organized and easily accessible manner in the designated school system.
- Plan to attend, participate and follow up with all weekly scheduled administrative meetings.
- Prepare and submit weekly reports to the HOS on all areas of responsibility.
- Follow up with all assigned tasks as noted in the minutes of the meetings and action items.

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### **High School Division Lead:**

- Oversee the maintenance of all standardized test scores and other relevant information.
- Work closely with the academic counselor and IB coordinator to ensure that both IB and University track students meet the graduation requirements.
- Maintain and ensure that all student transcripts are accurate and final transcripts are maintained for all graduating students, in their files.
- Oversee the academic counselor to ensure that the course offerings for the four-year timetable for university/college/vocational careers meets AYA and Florida requirements.
- Oversee the academic counselor to ensure that there is consistent and timely communication with colleges and universities on behalf of the students, updating college information, applications, and all other correspondences.
- Oversee the academic counselor to ensure that the juniors and senior students college/university application process meets deadlines in a timely manner.
- Supervise and ensure that the academic counselor maintains a data base for all AYA MS and HS students' academic records that pertains to their courses, credit requirements, and grades,
- Supervise and ensure that the academic counselor maintains a data base for all AYA graduates with their accomplishments, awards, standardized test scores, university admissions and scholarships received.
- Work closely with the IB coordinator, MS division lead and academic counselor to present comprehensive course offerings for all secondary students in May of each year, to the HOS.