

<b>Job Title:</b>	Director, Academic Programs and Student Supports
<b>Grade Level/Terms of Employment:</b>	Grade 133, 260 days
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Central Office
<b>Immediate Supervisor:</b>	Executive Director, Teaching and Learning

**General Description:**

The Director, Academic Programs and Student Supports provides leadership and management in administering, monitoring, coordinating and evaluating the division’s strategic plan focuses in the areas of School Improvement, Language Instruction Education Programs (LIEP), Assessment, and Academic Response to Intervention (RTI). The Director ensures that students and schools with targeted needs are supported with specialized programming and interventions to ensure academic success.

**Essential Duties and Responsibilities:**

- Leads a team to effectively facilitate academic programs and student support initiatives; evaluates performance of direct reports against team goals
- Develops, implements, and maintains a vision for the division’s:
  - Response to Intervention (RTI) efforts in literacy and math
  - initiatives to support English learners including supporting the Newcomer’s Academy and targeted graduation efforts
  - assessment efforts to ensure data is available and used for data driven decision making for student learning and academic success
  - federally based school improvement initiatives including the support of Title I schools and monitors its impact on school improvement goals
- Develops and delivers professional development for key personnel including school leaders and administrative teams, and other central office staff to ensure improvement and intervention standards and effective continuous improvement practices are embedded in day-to-day work
- Manages budgets based upon documented program needs; ensures that programs are cost-effective and funds are managed prudently
- Coordinates with external partners to meet goals, as needed
- Performs other duties as assigned

**Qualifications:**

- Master’s degree in educational leadership, or related field required
- Postgraduate professional license with endorsement in Administration and Supervision, pre K – 12
- At least ten years of leadership experience at the school and/or division level
- Outstanding interpersonal and team work skills; ability to work collaboratively with internal and external stakeholders
- Strong organizational skills, including keen attention to detail and ease at managing competing demands and determining priorities independently
- Experience working in a fast-paced, entrepreneurial environment; adaptable when managing multiple, shifting priorities; comfortable with ambiguity

- Excellent verbal and written communication skills; ability to communicate complex ideas simply and succinctly
- Strong computer and technology skills; proficiency in Microsoft Word, Excel, Outlook, PowerPoint, Google and social media platforms and interest in and ability to learn new platforms
- Bilingual/proficiency in Spanish preferred