



# Chester Charter Scholars Academy

Scholarship ♦ Character ♦ Craftsmanship ♦ Purpose

## Assistant Director of High School (9-12)

### Overview

Under the supervision of the Head of School/CEO and Director of High School, the Assistant Director of High School (9-12) serves as the secondary leader of the high school, responsible for ensuring that all students are instructed and supervised in a rigorous, safe learning environment that supports the mission of the school. Achieving academic excellence requires that the Assistant Director of High School (9-12) works collaboratively to direct and nurture members of the school staff and to communicate effectively with families. This position requires a creative and inspiring educator with high energy, a genuine passion for urban education, excellent organizational abilities, and a talent for creating a warm nurturing and supportive environment for children.

### Primary Responsibilities:

- Support and promote the vision and mission of CCSA
- Partner with students and families to build authentic collaborative school-wide community.
- Work closely with the Head of School, Director of High School, and HS Climate Manager to determine and implement action plans for student behavior.
- Conduct regular school culture walkthroughs to help staff maintain excellence.
- Supervise school arrival, breakfast, lunch, dismissal, and transitions to ensure they are orderly and positive.
- Create new systems and structures to proactively address students' areas of need and provide positive incentives for scholarly behavior.
- Provide opportunities to publicly celebrate student growth and achievement.
- Oversee interpretation of assessment data and ensure that assessment results effectively impact classroom instruction.
- Supervise state and local standardized testing to ensure compliance with established processes and policies.
- Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the mission and vision of the school.
- Develop effective stakeholder relations through appropriate interaction.
- Display the highest ethical and professional behavior and standards when working with students, parents and school personnel.
- Other duties as assigned by Head of School/CEO or Director of HS.

### Qualifications:

- Bachelor's degree required, Master's degree preferred
- PA Certification and satisfactory background clearances
- Minimum of three years teaching / leadership experience, in an urban setting, preferred
- To apply submit a letter of interest and resume to Akosua Watts (awatts@CCSAscholars.org)