

Birmingham Community Charter High School Lead Administrative Director

Title: **Lead Administrative Director**
FLSA Status: Exempt
Reports to: CEO/Principal
Supervises: Certificated and Classified Personnel

DEFINITION:

Serves as a lead member of the Birmingham Community Charter High School Administrative Director team; will serve as the designee to the principal/CEO when off site and provide strategic input to the principal/CEO about direction of the school with an emphasis on integrating support for the whole child and restorative practices inside and outside the classroom. Will provide leadership in program evaluation and support for assigned areas and personnel under the direction of the Chief Executive Officer. Assists the Chief Executive Officer in performing school management duties required by law, by the rules of the board and by administrative regulations.

ESSENTIAL FUNCTIONS:

Provides educational leadership by:

- Leading implementation of Academy/House model to ensure equity and high quality support services for all students, families, and staff.
- Lead implementation of the “whole child” data integration approach to monitoring student progress including the use of both academic and non-academic indicators.
- Lead implementation of monthly data chats within Academy/House and facilitate collaboration to increase the capacity of Academy/House faculty to engage in the problem solving process with colleagues to better support identified struggling students.
- Lead the effort on building the capacity of staff to implement restorative justice practices including additional support services related to improving BCCHS culture and climate in and out of the classroom.
- Assisting with review and assessment of the instructional needs of the school including making suggestions to the CEO on curriculum changes, graduation requirements, and other instructional program enhancements.
- Supervising instruction and instructional activities including the use of data to implement improvements in teaching and learning.
- Assisting in formulating, interpreting, and implementing the school’s administrative policies.
- Compiling, presenting, and interpreting student and class data necessary to plan the educational program; maintains appropriate records/forms.
- Assisting with the plan and organization of the master schedule
- Coordinating community resources and serving as a resource to school personnel; develops programs, provides professional development as required; confers with parents and other members of the community to interpret the school programs
- Assisting in general administration of the total school program including supervision of students and preparation of authorizer, county, state and federal reports and surveys as assigned
- Evaluating the performance of subordinate personnel as assigned
- Other related duties as assigned

KNOWLEDGE OF:

- Knowledge and understanding of the Education Code, Board and School policies and procedures, and negotiated agreements
- Knowledge of the uses and limitations of standardized tests, and the ability to interpret test results

ABILITY TO:

- Ability to organize and direct the activities relating to the school
- Ability to understand the principles and practices of school programs as assigned
- Ability to interpret school policies and procedures to parents and other members of the community
- Ability to provide leadership in professional development activities for certificated and classified personnel

Ability to manage and provide leadership in crisis situations

- Ability to efficiently manage high volume work and multiple tasks
- Ability to communicate effectively, orally and in writing, with all stakeholders, both individually and as a group
- Ability to effectively utilize computer technologies, such as email, word processing, and student information system programs
- Ability to work effectively with all racial, ethnic, linguistic, and socio-economic groups

EDUCATION, EXPERIENCE AND TRAINING:

Required: A minimum of seven (7) years of responsible educational experience including a minimum of five (5) years in a certificated teaching position and a minimum of three (3) years in a certificated Administrator or comparable leadership position. An earned Master's Degree in education, administration, or closely related field.

Preferred:

High school experience as a lead assistant principal, principal, or comparable leadership position(s) at the District level.

Licenses:

Possess a valid California Administrative Services Credential

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Perform light physical exertion. Lift and carry 25 pounds.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.