

Birmingham Community Charter High School Administrative Director

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

DEFINITION:

Serves as a member of the Administrative team of the Birmingham Community Charter High School; will provide leadership in the counseling, evaluation and guidance of assigned programs, 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:

- Building the capacity of teachers to improve teaching and services to students
- 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
- Developing and improving instructional programs and student services, plant management, staff development, and community affairs
- Assisting with review and assessment of the instructional needs of the school; suggests curriculum changes, implements graduation requirements, and shares responsibility for providing instructional leadership in curriculum development and implementation
- Compiling, presenting, and interpreting student and class data necessary to plan the educational program; maintains appropriate record forms
- Assisting with the plan and organization of the master schedule
- Assisting with and/or oversees standardized testing programs, state mandated surveys, and mandated proficiency testing as assigned by the Chief Executive Officer
- Coordinating community resources and serves as a resource person 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 two (2) years in a certificated Coordinator, Administrator or comparable leadership position.

Preferred:

District or secondary school experience as a certificated Coordinator, Administrator or comparable leadership position(s). Experience at the senior high school level. An earned Master's Degree from an accredited institution of higher learning, preferably in education or administration, or closely related field.

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.