

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

ACADEMY LEADER

QUALIFICATIONS

1. Valid N.J. Instructional Certificate.
2. Expressed interest for an Academy advisor/leader paid position.
3. Demonstrates excellent leadership and organizational skills and the ability to motivate.
4. Demonstrates positive people and communication skills.
5. Holds a valid driver's license.
6. Demonstrate knowledge and understanding of curriculum development, program evaluation, academy curriculum and program, effective instructional strategies, and classroom management.
7. Demonstrates the ability to develop, implement and evaluate a student internship program within the Academy he/she is serving as Leader.
8. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Supervisor of Curriculum/Principal/Superintendent or their designee.

JOB GOAL

To lead, guide, instruct, and assist students of the respective Academy to promote student success. To provide leadership in helping each participating student to achieve a high level of skill.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the duties and responsibilities as stated in the primary instructional assignment and as stated below. Other duties may be assigned.

1. Recruit potential Academy candidates.
2. Participate in the student selection process.
3. Participate in the annual Academy Showcase night program for parents and prospective students.
4. Participate in a curriculum awards night.
5. Oversee and coordinate student internships within the respective Academy program.
6. Monitor, follow, and evaluate student performance during their internship program.
7. Conduct on site visitations to student internship sites.
8. Confer with student on site evaluators regarding student progress.
9. Offer input toward framing program improvement and/or enhancement.
10. Maintain effective communications with agencies, employers, and resources outside the school setting.
11. Perform such other tasks within the scope of certification as may be required by administration.

- 12. Attend necessary county/state meetings for Academy and grant programs.
- 13. Assist with program revisions as needed.
- 14. Assist in preparing budgets for his/her academy.

TERMS OF EMPLOYMENT

Teacher calendar including seventy-five hours beyond the teacher’s contractual work calendar for Leads and combined for Co-Leads paid over 10 months. Hourly rate based on per diem for over seventy-five hours.

EVALUATION

Performance of the job will be evaluated by the Principal or his/her designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **May 26, 2016**
AMENDED: **January 25, 2018**
AMENDED: **December 19, 2019**