

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: ACADEMY LEADER**

**QUALIFICATIONS:**

1. Certified secondary teacher
2. Strong organizational skills, mature and discreet judgment, can hold confidential matters
3. Knowledge and experience in effective instructional practices
4. Familiar with district policies and procedures
5. Demonstrated ability to communicate effectively orally and in writing
6. Ability to work with student and adult learners effectively
7. Ability to provide professional development to groups of teachers and administrators
9. Computer skills in order to communicate effectively across a variety of technological platforms
10. Must provide personal transportation to attend work related training and errands
11. Must successfully pass a background check that is satisfactory to the Board of Education

**REPORTS TO:** Building Principal and/or designee

**JOB GOAL:** To lead and facilitate the assigned academy to provide students and teachers guidance and mentorship to develop students' talents for future opportunities

**PERFORMANCE RESPONSIBILITIES:**

1. Share instructional resources
2. Collaborate with administrators and staff to improve instruction and student learning
3. Meet regularly with administrative teams to report progress and plan next steps
4. Support the effective implementation of the assigned academy
5. Provide sustained mentorship for teachers and students
6. Identify pathways to include authentic capstone experiences
7. Provide input on the scheduling of courses
8. Provide input regarding course sequences and prerequisites
9. Reach out to community stakeholders to build academy connections
10. Lead academy teams (to include core content teams) to develop the strengths and interests of students including post-secondary steps
11. Facilitate professional learning opportunities for academy teams
12. Facilitate teacher and student teams through real-world learning applications

**PHYSICAL DEMANDS:** Ability to move around in the instructional area

**TERMS OF EMPLOYMENT:** 200 days as per School Board Policy GCBDA

**TYPE OF POSITION:** Exempt

**EVALUATION:** Annually by Building Principal

**APPROVED BY SCHOOL BOARD:** March 25, 2021