

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: DIRECTOR OF ACADEMIES**

**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 work across all academies to provide students and teachers guidance and mentorship to develop students' talents for future opportunities

**PERFORMANCE RESPONSIBILITIES:**

1. Serve as liaison between district office personnel and 7-12 academy leaders
2. Facilitate discussions between buildings for academy programs
3. Work with counseling staff to continue work on programs of study and personal plans of study
4. Participate in professional meetings and disseminate information
5. Coordinate the efforts across all academies
6. Facilitate the evaluation of academy programs
7. Coordinate, proctor and assist with data reporting
8. Monitor and promote academy programs
9. Promote academy programs in the school and community
10. Plan and coordinate academy group PLC meetings
11. Assist with creating master schedule
12. Investigate new programs
13. Assist academy leaders with procedural items
14. Serve as liaison between administration and teachers when necessary
15. Monitor and respond to summer MOCAP and counselor requests
16. Liaison between higher ed, MSIP and academy issues
17. Work with special projects or other duties as assigned

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

**TERMS OF EMPLOYMENT:** 260 days as per School Board Policy GCBDA

**TYPE OF POSITION:** Exempt

**EVALUATION:** Annually by Building Principal

**APPROVED BY SCHOOL BOARD:** June 24, 2021