



<b>Job Title:</b>	<b>K-4 School Director</b>
<b>FLSA Status:</b>	Exempt
<b>Department:</b>	School Leadership
<b>Dept Code:</b>	SL
<b>Job Code:</b>	615
<b>Primary Supervisor:</b>	Superintendent
<b>Secondary Supervisor:</b>	Accountability, Compliance, and Academic Director
<b>Grade Band Served:</b>	EGB
<b>Location:</b>	In-Person/ On-site
<b>Minimum Hours/Days:</b>	7:00am to 4:00pm, Monday through Friday
<b>Salary Range starts at:</b>	\$65,000.00/year

**SUMMARY:** The K-4 School Director's chief responsibilities are to assist with overall administration and coordination of discipline, operations, and compliance of all grade levels. These responsibilities include but are not limited to coordinating, supervising, and monitoring the school's policies, practices, and protocols related to student discipline, placement, and attendance. The K-4 School Director works closely with the Superintendent to ensure the overall operations of the school are a success. The K-4 School Director directs and coordinates educational and administrative activities by performing the following duties personally or through subordinate administrators, coordinators, and/or leads.

**ESSENTIAL FUNCTIONS:** The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities and/or duties required; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Assists in ensuring conformance of educational programs to state and local school board standards through evaluation, development, and coordination activities.
- As needed, conducts research and aids in the implementation of curriculum resources that meet state standards for Math, ELA, SCI, and SS.
- Helps articulate the school's mission and vision with the aim of ensuring all stakeholders have a common understanding and are positioned to work cooperatively in order to achieve desired results.
- Assists in ensuring that the school is meeting the needs of students while complying with local, state, and federal laws regarding special education and other categorical programs.
- Assists in developing and overseeing implementation of the school's student achievement plan and works with the academic team to implement the plan.
- Utilizes/relies heavily upon communication technologies and practices that most effectively support an educational environment.
- Addresses parent and student concerns and issues as needed.
- Coordinates and implements school meetings.
- Demonstrates knowledge of K-8 content standards.
- Conducts teacher observations per state requirements using the TKES and LKES platform.
- Works collaboratively with all leadership to ensure optimal operational efficiency.
- Facilitates conversations about student growth data and progress towards academic achievement.
- Coordinates and implements grade band/level meetings as needed.
- Assists in the review and interview process of potential candidates.
- Aids in facilitating personnel matters to include progressive discipline, hiring, and termination.
- Attends all Academic Oversight committee meetings and Board Meetings.
- Submits Board Reports as needed/directed.
- Assists the Accountability, Compliance, and Academic Director who chairs the Academic Review Committee or serves as the chairperson of the Academic Review Committee as needed.
- Reviews and monitors DDI process as it relates to student growth.
- Coordinates and implements weekly or bi-weekly leadership meetings.
- Creates weekly communications for staff members as needed/directed.
- Communicates timely and appropriately with all staff members.
- Attends/participates in weekly Leadership and Operational Meetings.

- Assist/participate in Summer Remediation.
- Implement/oversee Retention and Retention Appeal Meetings as needed/directed.
- Assists in planning and preparation for upcoming school year.
- Provides direction and leadership for the overall administration and coordination of student discipline structures to ensure a safe learning environment.
- Coordinates, supervises, and monitors the school's policies, practices, and protocols related to student discipline and placement.
- Convenes/chairs/participates on student behavior committees, providing student disciplinary opinions on an ongoing basis.
- Researches issues related to student discipline and placement and preparation of documents .
- Collaborates with other departments as needed to ensure a comprehensive approach to discipline and behavior is in place.
- Oversees the establishment, implementation, adherence to state policies, and school board policies and procedures regarding student discipline.
- Establishes a school-wide discipline system
  - establishes behavioral rewards system
  - establishes behavioral consequences system
- Assists Accountability, Compliance, and Academic Director, Superintendent, and other leadership roles in daily duties required to keep the school functioning and compliant.
- Serves as POC for teacher absence and substitute requests.
- Monitors and implements strategies to improve daily student and teacher attendance.
- Analyzes data to identify student and teacher absentee patterns.
- Assists with parent and student concerns and issues relative to school operations, student attendance, and student discipline.
- Communicates with stakeholders regarding student attendance and discipline.
- Communicates with stakeholders regarding teacher attendance.
- Attends and serves as the point of contact for Academic Review Committee meetings and processes.
- Compiles generates, and communicates daily teacher attendance report and tracker.
- Assists in the coordinating and implementing of school meetings.
- Works collaboratively with the Instructional Support Programs Administrator to use data to inform behavior placement decisions.
- Assists in the review and interview process of potential candidates.
- Aids in facilitating personnel matters to include progressive discipline, hiring, and termination.
- Attends all required training by the Georgia Department of Education and CCA.
- Performs other duties as assigned by the Superintendent and/or Accountability, Compliance, and Academic Director

**OTHER DUTIES AND RESPONSIBILITIES:** The below statements are intended to help describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required; other duties may be assigned.

- Assists with projects as directed by Accountability, Compliance, and Academic Director and/or Superintendent.
- Actively participates in all school leadership team meetings assigned .
- Assists with state testing team.
- Attends and participates in school Parent Meetings/Events.

**Supervisory Responsibilities:** Carries out supervisory responsibilities of lead teachers in accordance with the organization's policies and applicable laws. Directly supervises staff/teachers which oversee 700+ students. This is subject to change as the school changes. Responsibilities include but are not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability/Flexibility:** Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.

- **Integrity/Ethics:** Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, and conveys good news and bad.
- **Teamwork:** Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leaders to meet goals, welcomes new-comers, and promotes a team atmosphere.
- **Professionalism:** Be professional at all times in communications, appearance, work product, and in representing Coweta Charter Academy in a positive manner.

#### **MINIMUM REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Education, Special Education, or related field of study AND
- Four (4) years' leadership experience AND
- Three (3) years' teaching experience, earning a "Meets" or "Exceeds" expectations in all categories at each year-end review OR
- Equivalent combination of education and experience

#### **CERTIFICATES AND LICENSES:**

- *desired* Advanced Degree in Education, Special Education, Psychology, or related field of study
- GA PSC Educational Certificate in Math, ELA, SCI and/or SS (K-5, 4-8, or 6-8)
- Leadership Endorsement, Certificate, or Degree
- TKES/LKES credentialed
- Mindset Training
- Restraint Training
- Clear Fingerprint/Background Check Required

#### **OTHER REQUIRED QUALIFICATIONS:**

- Must Believe in the mission of Coweta Charter Academy.
- Knowledge of state and federal laws, and other pertinent laws regarding K-8 Education as they relate to applicable duties.
- Knowledge of the Georgia Performance Standards and GADOE Implementation Manual.
- Knowledge of the SCSC Comprehensive Performance Framework.
- Knowledge of GaDOE CCRPI.
- Knowledge of SE, Gifted, EIP, ESOL, 504 Plans, and Hospital Homebound federal and state laws, rules, policies, procedures.
- Ability to interpret policy and law to provide leadership to assigned personnel.
- Educational leadership or management experience.
- Must possess knowledge of school improvement process.
- Experience working with diverse student populations.
- Ability to read and interpret student academic data and psycho-educational reports.
- Must have experience working with large data sets including display.
- Advanced data analysis skills.
- Attend all required school outings and staff meetings (Leadership, DDI, Staff, Department, PLC, etc.).
- Attend all required Professional Development sessions, trainings, and conferences.
- Participate in Milestones assessment training and administration.
- Partners with school and district personnel to assist in staffing, training, and hiring activities.
- Ability to create and deliver staff development.
- Proficiency using computer-based software and online resources to develop training materials.
- Ability to work collaboratively with other staff members.
- Ability to interact positively with teachers, administrators, and support staff.
- Ability to communicate well with school personnel, parents, students, and cabinet office staff while complying with the confidentiality requirements in local, state, and federal policies.
- Ability to display a professional attitude in working with school personnel with parents.
- Ability to work independently as well as collaborate and communicate effectively within a team.
- Proficient knowledge of computers, online curriculums/tools, and various operating systems.
- Desire to research and learn new technology skills and platforms.
- Must be an advocate for online curriculum and resources.
- Proficient in MS Excel, MS Word, MS PowerPoint, Project, Visio, OneNote, and G-Suite.

- Ability to rapidly learn and adapt to new technologies and teaching platforms.
- Ability to manage multiple projects and competing priorities within established deadlines.
- Must be able to manage large volumes of paperwork and maintain adequate records.
- Demonstrate initiative and the ability to handle multiple tasks simultaneously.
- Dependable, able to work under pressure and meet deadlines as required.
- Demonstrates strong interpersonal skills using tact, patience, and courtesy.
- Excellent organization skills, including ability to incorporate methods and build systems that can be used across the district.
- Strong critical thinking, planning, and writing skills.
- Excellent presentation and public speaking skills.
- Excellent written and verbal communication skills.
- Strong work ethic and self-motivation.
- Ability to be flexible and adaptive to ensure excellent student outcomes.
- Ability to problem solve independently and have a high level of organization.
- Outstanding attention to detail.
- Maintain a professional home office without distraction during 8-4 workday should you need to transition to working virtually due to Pandemic, Epidemic, or inclement weather concerns.
- Consistent access to reliable high-speed internet should you need to transition to working virtually due to Pandemic, Epidemic, or inclement weather concerns.
- Valid driver's license and availability of private transportation
- Ability to travel 10% of the time as required

**DESIRED QUALIFICATIONS:**

- K-8 educational experience in the form of Teaching, Academic Intervention, or related instructional areas.
- Advanced Degree in Special Education, Education, Psychology, or related field of study.
- Leadership degree or endorsement or similar additional certification.
- Gifted Endorsement, ESOL Certification, and/or Special Education Certification a plus.
- Previous experience with 504 Plans & Testing Accommodations.
- Google Certifications.
- Experience proctoring iReady, MAP, Milestones, ACCESS and/or assessments.
- Previous experience with GaDOE Cross functional or Special Education audits.
- Previous experience in Cognia (AdvancedED) accreditation process.
- Working knowledge of iReady support curriculum.
- Experience using NWEA MAP, WriteScore, Gallopade, Learning A-Z, Writable, Amplify, NEWSELA, WordlyWise, Spelling Classroom, USA Test Prep, IXL, Classworks, BrainPOP, Nearpod, iReady, Red Bird, SuccessMakers, and Study Sync etc.
- TKES/LKES credentialed.
- Proficient/Advanced data analysis skills.
- Three (3) years of experience working in a similar capacity.
- Proficient/Advanced G Suite for Education skills.
- Advanced Excel knowledge and skills.
- Proficient/Advanced experience with Microsoft Office, Word, OneNote.
- Experience with Securly.
- Experience with CLEVER.
- Proficient/Advanced experience with Infinite Campus (SIS).
- Proficient/Advanced experience with Canvas (LMS).
- Proficient/Advanced experience with Google (Lesson Plan Platform).
- Proficient/Advanced in use of Zoom conferencing tool.
- Some virtual synchronous educational environment experience.
- Previous experience as a Parent, Advisor, or Teacher at Coweta Charter Academy.
- Previous experience as an online educator or service provider.
- Previous experience with online educational tools/curriculum/assessments.
- Bi-lingual.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is primarily a Monday through Friday, 7:00am to 4:00pm, 5 days/week, in-person, on-site position that may require traveling up to 10% of the time.
- During critical/emergency periods, additional days or virtual instruction may be required.
- In-person attendance at professional development, training, conferences, job fairs, meetings, school events, marketing events, and testing sites will be required several times per year.
- Ability to stand and walk for extended periods is required.
- Light lifting up to 30lbs is required.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor; and if federally funded, as allowable under the federal requirements under that fund. All employment is “at-will” as governed by the law of the state where the employee works. It is further understood that the “at-will” nature of employment is one aspect of employment that cannot be changed except in writing and signed by an authorized officer.***