
FEASTER CHARTER - MANAGEMENT DESCRIPTION

DIRECTOR

Location: Mae L. Feaster Charter School, 690 Flower St, Chula Vista, 91910
223 workdays per year, 8 hours per day

Salary: Management Salary Schedule (A) 187,039.02- 194,633.55 per year

JOB SUMMARY:

Under the direction of the Executive Director, provides leadership development to principals, coaches, lead teachers, and other staff members to ensure culturally responsive academic programming that accelerates student achievement and closes opportunity gaps among racial, ethnic, and economic groups. Takes the lead in the planning and development of curriculum, instruction, and staff development, monitors progress on the Local Control and Accountability Plan (LCAP), coordinates all programs and services for students with disabilities. Coordinates all operations at the LEA to ensure fidelity to the vision of Feaster Charter School.

ESSENTIAL JOB FUNCTIONS:

- Provides coaching, support, and professional development to principals, coaches, teachers, and staff.
- Provides leadership to ensure instructional environments support academic rigor, access, cultural relevance, and relationship that ignite the potential of each student.
- Provides coaching and support to principals that focus on instructional leadership, school culture, data-analysis, data-driven decision-making, and family and community engagement.
- Assists the Executive Director to establish strategic goals for the professional learning of staff, aligns staff and financial resources, builds culture, and drives performance to ensure goals are achieved.
- Oversees LCAP programs and effectiveness.
- Facilitates stakeholder input for the LCAP.
- Assists school with interpretation of California Education Code as it relates to students and staff.
- Maintains liaison with governmental agencies, regional agencies, and others related to services for pupils.
- Plans, organizes, analyzes data, and implements long- and short-term projects to enhance programs and services for pupils.
- Oversees state and federal accountability programs.

- Collaborates with the San Diego County Office of Education to comply with provisions of any audits (i.e., Williams Settlement, Federal Program Monitoring, etc.).
- Oversees the Special Education department functions related to establishing policies and procedures for administering services for assessment, identification, certification, prioritizing, and placement of pupils in special education program classes.
- Serves as Local Educational Agency (LEA) representative for dispute resolution in mediations and due process actions.
- Collaborates with various departments and stakeholders to seek, plan, coordinate, evaluate, and provide Tier I, II, and III interventions for the school.
- Participates in the development, coordination, and facilitation of professional development, coaching, and technical assistance for Social Emotional Learning (SEL), Positive Behavioral Interventions and Supports (PBIS), Restorative Practices, Trauma Informed Practices at the LEA; assists teams to adopt and implement programs and practices.
- Encourages cross-functional collaboration by communicating effectively and sharing knowledge and expertise with leadership teams.
- Researches a variety of topics (e.g., courses, materials, training, consultants, etc.) for the purpose of developing new programs that meet staff training needs.
- Maximizes effectiveness of existing partnerships and seeks new partnerships to increase services to students at the LEA.
- Oversees assessment and accountability systems, including monitoring of student progress.
- Participates in the selection, training, supervision, and performance evaluation of assigned personnel.
- Participates in regional, statewide, and national trainings to learn, implement, and share innovative research-based practices.
- Develops and prepares related plans, reports, and presentations including Board, state, and federal reports.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- **Applicable Credentials**
Standard Elementary, Multiple Subject, CLAD, Tier I Administrative Credential.
Advanced degree in appropriate field (M.S., Ed.D., Ph.D.)
- **Training and Experience**
Five years of progressively responsible experience in education administration including serving as site principal. Evidence of highly successful teaching experience.

Feaster Director Salary Schedule

Board approved: July 24, 2024