

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

EDUCATION DIRECTOR - CHESAPEAKE PUBLIC CHARTER SCHOOL

POSITION: Chesapeake Public Charter School Education Director

REPORTS TO: Deputy Superintendent and the Chesapeake Charter School Alliance (CCSA) Governing Board

LOCATION: Chesapeake Public Charter School (CPCS)

NATURE OF WORK:

The Education Director is the senior most school based instructional leader at CPCS. The Education Director sets the instructional vision and leads the school to implement a progressive, reflective education, creating a whole child centered learning community. They are responsible for implementing the School Improvement Plan, carrying out the strategic goals of CPCS, and collaborating with the Charter Director of CPCS to maintain and promote the mission of the school, all while aligning the vision to the school's core virtues. The Education Director is committed to team building and shared decision-making.

The Education Director manages two Academic Deans and the instructional and support staff. The Education Director is hired by and reports to the Chesapeake Charter School Alliance Governing Board and the St. Mary's County Public School's Charter Liaison.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours

- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

Curriculum and Instruction

- Serves as the school's Instructional Leader by managing a team of instructional supervisors and providing teachers with instructional coaching and supervision
- Oversees all aspects of curriculum development and assessment to ensure coherence, rigor, vertical alignment, and fidelity to the CPCS mission
- Supervises instructional methods, evaluates lesson plans, and coaches teachers to ensure effective instructional strategies
- Regularly reviews student work to ensure that it is rigorous, purposeful, and engaging
- Coordinates the textbook (including tech books and online platforms) adoption and accountability process for CPCS
- Leads professional development that drives improvements in teacher practice

School Culture

- Leads a positive school culture, which engages and inspires students and ensures consistent adherence to the school's core virtues using Multi-Tiered Systems of Support (MTSS)
- Fosters consistency in academic and behavioral expectations
- Collaborates with school staff to support students' academic and social-emotional development
- Serves on the Pupil Support Team and MTSS teams
- Supports staff to ensure the smooth administration and effectiveness of after school programs
- Creates and oversees a fair, consistent, and effective attendance systems
- Makes final decisions regarding suspensions, expulsions, and alternative placements for students
- Oversees the development of extracurricular programs, such as clubs, athletics, and potentially summer programs, and ensures those programs are aligned with the school day, and after-school time
- Participates in School-based and Alliance-sponsored events as appropriate
- Communicates and collaborates with CPCS staff and community
- Manages newsletters, website, social media, and listservs

People Leadership

- Models and fosters a positive, core virtues-driven staff culture
- Designs and implements team-building opportunities, and promotes staff wellness
- Continues to grow professionally through collaboration with colleagues and professional development opportunities
- Models an openness to feedback and takes responsibility for outcomes and achievement
- Promotes the school-wide belief that all students can learn and achieve at high levels when they are healthy, safe, engaged, supported, and challenged
- Ensures equity in instructional delivery and school culture
- Leads the recruitment, selection, and hiring processes for instructional and support staff

Data and Assessments

- Assesses data, finds trends, and uses information to make strategic decisions
- Leverages the collection and analysis of student data to impact instructional practices and drive growth and performance goals for students
- Implements effective assessment systems and use data to inform decisions

- Regularly reviews student assessments to ensure that they measure student mastery of the Maryland College and Career Readiness Standards
- Ensures that appropriate intervention/enrichment for individual students are provided, based on results from assessments and other data

Organizational Leadership

- Establishes the master schedule for instructional programs, ensuring sequential learning experiences for students that meet and exceed the Maryland College and Career Readiness Standards
- Ensures schedules support instructional and curricular goals for academic and special subjects, and meet the needs of all students, including students classified as having special needs
- Builds strong relationships with parents, families, and the broader CPCS community
- Maintains a positive, cooperative, and mutually supportive relationship with the SMCPs central administration, parents, CCSA, and representatives of outside agencies
- Oversees procedures for day-to-day operations of the school, including arrival, dismissal, food service, and transportation
- Provides input to the Charter Director on the annual budget and strategic priorities
- Works with the Chesapeake Charter School Alliance Governing Board, providing them with regular updates regarding the school's successes, challenges, needs, and general operation

QUALIFICATIONS:

Required:

- Master's degree
- Maryland Advanced Professional Certificate
- Maryland Administrator I or II endorsement
- Minimum of five (5) years teaching experience
- Minimum of three (3) years of experience in a leadership role

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range G.

BARGAINING UNIT ELIGIBILITY: SMASA

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