



## **DIRECTOR OF EDUCATION JOB DESCRIPTION**

**JOB TITLE:** Director of Education

**CLASSIFICATION:** Certificated

**EXEMPT STATUS:** Exempt

**REPORTS TO:** Executive Director

**Term of employment:** At Will

It is the responsibility of the Director of Education to oversee and manage the educational program at BPA under the guidance of the Executive Director. He/she may delegate responsibility for administering various segments of BPA education program but shall be responsible to the Executive Director for the results produced. Responsibilities include:

### ***Educational Leadership:***

- In conjunction with the Executive Director and Director of Operations, recruit, hire, train and supervise talented instructional staff in implementing best practices consistent with BPA's educational philosophies
- Provide hands-on guidance to teachers as they create and implement a blended learning curriculum
- Provide hands-on guidance to teachers in the development of multiple assessments
- Use multiple sources of data to develop a plan for the improvement of student achievement and oversee the collection, analysis and utilization of this data in relation to specific students, teachers and curricula
- Oversee/support teacher professional development via in-house training sessions, visiting lecturers, external professional development opportunities and other resources (articles, web-based resources, and development of a school professional resources library)
- Develop and implement an evaluation process for all instructional staff and ensure that formal evaluations are conducted at least twice annually
- Develop partnerships with charter organizations, other area schools and educational consultants to support teacher's professional development
- Oversee BPA's policies and programs relating to English Learners, low achieving and Gifted and high-achieving students and other sub-groups
- Support the BPA's policies and programs related to Special Education
- Oversee and assist teachers with behavior management, including handling student suspension, expulsion and other disciplinary issues as needed
- Promote the school mission and philosophy throughout the school community

### ***Communications and Outreach***

- In conjunction with the Director of Operations, oversee the Parent Advisory Community (PAC) and parent volunteer efforts
- In conjunction with the Director of Operations, schedule and participate in regular family education and Town Hall meetings designed to communicate the school's mission, vision and curricula to families, provide updates on school progress and operations, and cover other areas of interest to community stakeholders
- Ensure open and clear lines of communication with all stakeholders, including working to resolve conflicts and disputes as they may arise between community members
- In conjunction with the Director of Operations, coordinate the school's website, email/list-serves, newsletter and other means of communication with the parents, teachers, volunteers and other community members.
- Maintain positive relationships with the SBE and CDE and related entities
- Actively participate in Charter organization activities (CCSA, CSDC, etc.) and become an active leader in the Charter community
- Work effectively with the media
- Conduct outreach and serve as a liaison with local leadership, school staff, students, parents and community members

### ***School Management***

- Assist with the day-to-day management of the school site with a commitment to ensuring the health and safety of students and staff
- Work with the Executive Director, Director of Operations and Board in the strategic planning for the growth of the school
- Assist with the preparation and updating of the Employee Handbook, Emergency Handbook and Student/Parent Handbook and ensure that all parties receive and acknowledge receipt
- Assist with establishing and oversight compliance with the school's emergency and safety plans
- As requested, attend all regularly scheduled Board meetings and give appropriate updates and reports on school activities
- Assist the Executive Director and Director of Operations with budgets, charter renewal, outreach, LCAP, LEAP, WASC, SBE reports and other duties as required
- Support the Executive Director and Director of Operations in coordinating the school calendar, managing dates and materials for meetings as well as arranging fieldtrips and substitutes.
- Ensure proper paperwork is filed for field trips (drivers, insurance and license etc)
- Assist in activities designated as necessary by the Site Administrator/Executive Director.
- Other duties as assigned

### **SKILLS AND QUALIFICATIONS**

- Leadership skills, collaborative skills, and the ability to develop and oversee the implementation of effective policies and procedures

- Detail oriented, organized, resourceful, problem-solver, and possess the ability to multi-task.
- Excellent verbal and written communication skills and experience motivating and working with a variety of diverse stakeholders and local community members
- Experience recruiting, hiring, training and supervising teachers in a charter, public or private school
- Knowledge of, or experience with, diverse populations, English learners, special education and GATE students
- Ability to analyze situations accurately and adopt an effective course of action.
- Proficiency in utilizing technology and student databases including Microsoft Office, Google and School Pathways.
- Demonstrate the ability to learn new skills and gather resources to improve processes.
- Ability to work independently with minimal supervision
- Ability to prepare comprehensive narrative and statistical reports
- Five (5) years of experience working in a school organization (charter school experience preferred) in a leadership capacity

An ideal Director of Education is a visionary educational leader whose experience, knowledge, and drive will set the tone for a supportive school climate that challenges and motivates our students, teachers, and families to achieve BPA's mission and vision. Resourcefulness, flexibility, and an entrepreneurial spirit are key qualities for a charter school leader. A commitment to the educational philosophy of our school and demonstrated passion about our ideals is imperative.