

ACLCL/Nea Lead Facilitator Job Description

The **ACLCL/Nea Lead Facilitator** serves:

The CLCS Board of Directors and the Alameda Community by providing educational leadership to fulfill the charter's educational vision by:

- Assuring that the schools have a sound academic curriculum as measured by API scores and other academic indicators.
- Assuring that the schools implement their charter visions.
- Keeping the CLCS Board up-to-date on all educational matters.

The **ACLCL/Nea Lead Facilitator** serves:

- Learners and their families, by providing day-to-day and ongoing assistance and support.
- Facilitators and staff, by supporting their needs and goals as educators, professionals and school leaders.
- The ACLCL/Nea model, by guiding and assessing the development of curriculum, programs and staff to maintain our mission and ensure high quality learning for all.

ACLCL/Nea Vision

- Works with parents, learners, facilitators, Alameda community members, and consultants to develop an ACLCL/Nea Vision and multiyear educational plan
- Implements ACLCL/Nea Charter Vision.

Accreditation and Curriculum Compliance

- Oversees implementation of all curriculum and accreditation plans (Emergency Plan, WASC, Intervention Programs, UC Course approval, etc.).
- Aligns ACLCL/Nea curriculum with state standards as appropriate

ACLCL/Nea Learner Community

- Works with Curriculum and Standards Committee to provide high quality educational program.
- Works with staff to provide a high quality project based learning curriculum.
- Works to provide a robust elective program.
- Works with Leadership class to create a strong democratic community.
- Facilitates appropriate academic seminars.

ACLCL/Nea Parent Community

- Works with parent groups, CCEF, PAC, Nea PTSA, etc. to have positive school impact.
- Supports parent participation.
- Acts as liaison for school-wide parent concerns.

ACLC/Nea Day to Day Operations

- Heads Personnel Committee
- Serves on Financial Committee
- Monitors budget with Executive Director
- Approves extra timecards
- Monitors listserv communications
- Writes school-wide articles for newsletter
- Approves / disapproves Judicial suspension requests
- Calendars events
- Approves field trip requests
- Facilitates master schedule preparation
- Monitors school safety
- Handles learner discipline related to safety
- Manages staffing and hours of facility

ACLC/Nea Staff

- Serves as the school's Instructional Leader
- Writes facilitator evaluations
- Conducts regular seminar observations
- Assures project based learning board standards
- Assures seminar alignment to state standards
- Makes recommendations on dismissal
- Creates and executes staff recruitment plan
- Coordinates and recommends professional development for staff
- Supervises certificated staff
- Oversees Special Education Program
- Meets with Special Education Director to facilitate program
- Oversees counseling program
- Meets weekly with Office Manager and Counselor to solve school-wide administration problems
- Organizes and participates in personnel interviews
- Supervises custodial staff

ACLC/Nea Governance

- Prepares agendas and conducts ACLC/Nea Governing Board Meetings
- Implements Governing Board Decisions

Parent Fundraising Groups

- Attends monthly meetings
- Advises groups on finding appropriate grants to support program
- Advises groups on all fundraising efforts
- Oversees implementation of grants