**Focus Learning Academy and Focus North High School**

**Assistant School Director**

**Job Description**

**POSITION SUMMARY**

The Assistant Director position is a full time, supervisory position under the Direct Supervision of the School Director, which helps to oversee the instructional program, manage operations of the school and all school personnel. The Assistant Director will demonstrate leadership to ensure high standards of instructional service, compliance with policies and procedures, and help to manage the instructional programs and operations of all school activities. This position will have a strong presence in the Career and Technical Education program as well.

**POINTS OF INTEREST**

* Four- day work week:  Focus is open Monday through Thursday; (Note: this position necessitates hours beyond the normal work week)
* Stable, successful school environment with over 13 years of successful academic offerings
* Professional, effective, friendly staff and administration
* Administrative staff members are former teachers.
* Full-time with excellent retirement benefits (STRS), health, dental, life, and vision insurance.

**RESPONSIBILITIES**

* Reports directly to the School Director
* Representative of Focus to staff, students, parents and community

 ***Works with the School Director To***:

* Direct and inspire high-level performance of staff and students, using collaboration, activities and programs to ensure the Focus mission goals are met, including growth and school improvement
* Plan and implement yearly objectives using an effective planning process and site-based decision-making team;
* Provide information and records to the appropriate stakeholders, enabling the evaluation of the progress of school performance
* Interview, selects and orient new employees in cooperation with the Executive Director
* Oversee and assess the performance of employees, including but not limited to, Academic Adviser, Teachers, Para Professionals, Enrollment Specialist, Office Manager and all other school staff members.
* Instruct staff on performance requirements in relation to instructional strategies, classroom management and communication with students and families
* Conduct employee evaluation conferences based on records of performance observations and formulates plans for professional growth.
* Use Ohio Teacher Evaluation System and is/is eligible to be trained in OTES.
* Collaborate and make recommendations to School Director on personnel issues such as promotion, termination, suspension or non-renewal
* Collaborate with appropriate personnel to outline and implement activities for professional development
* Abide by all state and federal law that apply to charter schools and local charter policy
* Ensure compliance with budget guidelines and reports accurate fiscal information; complies with all budget requirements as mandated by the CFO
* Oversee facilities to ensure a clean and safe environment, reporting issues as needed
* Collaborate with staff and students to design a student discipline plan that encourages a positive learning environment and enhances student’s behavior
* Provide uniform enforcement of school rules and oversees appropriate and reasonable student discipline as issued in accordance with the student handbook and school policies
* Hold parent/teacher/student conferences in regards to the student and school issues
* Model professional, ethical and responsible behavior; an example for all staff
* Demonstrate use of productive and efficient skills to raise community and parent involvement promoting the mission of the school
* Attend Board of Director Meetings in absence of School Director
* Collaborate with Buckeye Community Hope Foundation
* All other duties as deemed necessary by the School Director or Executive Director

**Qualifications**

* Bachelor’s degree (BA or BS) preferred from an accredited college or university
* Proven educational, applicable leadership experience