



Job Description:

School Director

ROLE: Director of Education (Community Ed, Inc.) / School Director (Crater Lake Charter Academy)

PURPOSE: Serving as the head of education for Community Ed, Inc. as well as the chief administrator for Crater Lake Charter Academy. The School Director partners with the Corporate Directors, Corporate Board and Charter School Council substantially and effectively in the task of providing leadership in development and maintaining quality organizational services for the organization.

ASSIGNMENT: Academic Campus

REPORTS TO: Corporate Board and Executive Director

QUALIFICATIONS:

- Three years teaching experience at the appropriate level.
- Appropriate Oregon licensure for administrators and teachers through the Oregon Teachers Standards Practices Commission.
- Master's Degree
- Maintain a valid Oregon Driver's License and personal transportation.
- Pass required criminal background check.

ESSENTIAL FUNCTIONS:

- Directly oversee daily school operations, including student and management, academic programs, academic policy development, personnel oversight and corporate compliance.
- Administer accounting for all academic data, managing academic reporting.
- Administers organizational policies, regulations, procedures and rules.
- Administer human resources work, ensuring compliance with local, state and federal laws.
- Assist with management of overall school business.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Respond to the needs of the Board and support the Executive Director.
- Support the philosophy and mission of the organization.

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Occasional stooping, bending and reaching.
- Requires some travel.

GENERAL RESPONSIBILITIES

- Directly works with the Board of Directors, Corporate Directors to achieve the mission, vision and goals of the organization.
- Coordinate all academic operations of the charter school.

- Maintains academic policies and procedures, including keeping practices up to date and keeping the leadership apprised of matters concerning Corporate Policies.
- Ensures the organization adheres to Oregon public educational laws in the operations of the charter school.
- Development and manage the instructional programs of the charter school, including curriculum, staff evaluation and oversight, student management and related tasks.
- Partner with the Academic Board in the successful management of the charter school and effective communications of the school to the larger community.
- Participates with the Executive Committee in strategic planning, policy and program development and problem resolution of complex issues and needs of the organization.
- Attends meetings of the Board and committees and other organization related events, as well as being responsible for all administration of organizational committees.
- Serve as a member of the Board (non-voting), Charter School Council (non-voting) Executive Committee and other organizational committees as needed.
- Perform other related work as required or assigned.

RATE OF PAY: According to the Board Compensation Policy

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____

Date _____

Board of Director Adoption: December 7, 2018

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