

Assistant Director Job Description

Forest Charter School

Minimum Qualifications:

Must hold a current California teaching credential

Summary of Position:

Under the direction of the Executive Director, the Assistant Director supports the policies of Forest Charter School; monitors student achievement and coordinates assessment testing school wide; oversees student enrollment; enforces the FCS discipline policies; and provides academic and student support.

Student Achievement

State Assessment

- Coordinates all State testing for Forest Charter
- Creates the schedule/timelines for State testing and center specific locations
- FCS liaison to CDE testing updates
- Works closely with the County testing coordinator
- Trains staff with testing protocol

Curriculum and Instruction

- Helps develop the High School block class schedule for the Nevada City Center
- Develops policies for block classes
- Shares in the approval of state adopted high school curriculum
- Promotes and develops updates from State regarding standards and assessments
- Participates in Instructor and vendor interviews as needed

Teacher Support

- Participates in Supervising Teacher (ST) training including new policies and school goals
- Supports STs with any student discipline issues
- Supports STs with students not meeting academic expectations
- Supports STs with student and family issues
- Supports STs with students regarding deadlines and policies
- Supports STs with 504 and IEP students

Special Education

- Works closely with Student Services (SPED) for student support and discipline
- Participates in IEP meeting as the administrator as needed

Student Support Team (SST)

- Attends SST meetings as needed
- Promotes intervention for students as needed

School Community

Student Discipline

- Establishes block class expectations
- Establishes student discipline policies and procedures
- Enforces student policies and expectations

Academic Support

- Schedules and participates in High School Review Board Meetings
- Conducts conflict resolution meetings when necessary
- Provides policy and council on special education discipline concerns

SARB

- Oversees SARB letter process
- Works with teachers regarding truancy/SARB and solutions
- Makes recommendations to director for student expulsions/suspensions/SARB's
- Maintains a clear understanding of County, District and School truancy laws and regulations
- Re-evaluates student policies each year

Graduation

- Plans, coordinates and oversees the graduation ceremony. Ceremony includes but is not limited to the following:
 - Facility, chair rental
 - Permits from Fire Department and Police Department
 - Trains students and teachers for the graduation ceremony
 - Helps put together the Graduation Program

Prom

- Plans, coordinates and oversees the annual prom. Ceremony includes but is not limited to the following:

- Establishes date and reserves a location
- Promotes prom to the student community (e.g. flyers)
- Ticket sales

Student Events

- Oversees and coordinates student events such as student dances, talent shows, etc.
- Helps organize student activities

School Leadership

Public Relations

- Participates in school and community events
- Acts as the spokesperson for Forest Charter School
- Represents Forest Charter School at school events, in the educational community

School Safety

- Works with the FCS administrative team, county agencies, local fire department, local law enforcement to establish a safe school environment including physical, intellectual and emotional safety as well as respect for differences and diversity
- Participates in the development and implementation of the school wide safety plan
- Works with the Administration and staff in coordinating the school lockdown, fire drills and earthquake drills

School Wide Action Plan

- Helps develop and carry out short term and long term goals of school wide action plan
- Provides leadership for assigned action items
- Provides updates of progress on assigned action items to the Board of Directors

State Reports

- Compiles data and writes the Single Plan report
- Compiles information and writes the SARC report
- Checks to see if CBEDS data is correct from CDE reports
- Compares CDE data to school data???

Data

- Compiles data as needed
- Supports Administration with data and graphs for LCAP, WASC, and all State Reports

Enrollment

- Helps with enrollment interviews. Interviews each student and family to establish if Forest Charter School is an appropriate educational fit
- Oversees the assignment of students to Supervising Teachers
- Works closely with other schools and programs sharing information regarding student enrollment and placement with FCS and other schools

Staff Development

- Assists Director in planning staff development day activities
- Coordinates staff community building activities

Committees

- Attends Faculty Council, Charter Council and Staff Meetings/Trainings
- Helps coordinate staff meeting agendas with other administrators

Communication

- Promotes trusting and supportive relationships with staff, students and parents
- Utilizes an effective leadership model to promote communication and collaborative decision making
- Maintains visibility and an “open door” policy with families and staff
- Sends all-call messages for school concerning test date reminders, snow days, activity reminders, important parent trainings, updates, etc.
- Contributes to the monthly newsletter as needed

*Other Duties as Assigned***Physical Demands:**

- Frequent: Sitting, walking, standing
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

