

# **ASSISTANT DIRECTOR JOB DESCRIPTION TRUCKEE LEARNING CENTER 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 student achievement, school community and is part of the leadership team. The Assistant Director implements the policies of Forest Charter School; facilitates local staff meetings; builds schedule for learning center classes; enforces the FCS discipline policies; provides academic and student support.

## **Student Achievement**

### **State Assessment**

- Coordinates all State testing in Truckee
- Creates the schedule/timelines for State testing
- Works with Truckee Staff on testing protocol

### **Curriculum and Instruction**

- Helps develop the block class schedule for Truckee Learning Center
- Helps develop Enrichment schedule
- Helps develop policies for block classes
- Shares in the approval of state adopted high school curriculum
- Conducts Instructor and Vendor interviews for Truckee center
- Helps develop and purchase curriculum that is standards based

### **Teacher Support**

- Participates in Supervising Teacher Trainings including new policies and goals
- Supports Supervising Teachers with student and family issues including but not necessarily limited to discipline and academics
- Supports Supervising Teachers with deadlines and policies
- Supports Supervising Teachers with student and family issues
- Supports Supervising Teachers 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

### **Student Support Team (SST)**

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

## **School Community**

### **Enrollment**

- 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

### **Student Discipline**

- Establishes and enforces student discipline policies and block class expectations
- Enforces student policies and expectations
- Schedules and participates in High School Review Board Meetings
- Conducts conflict resolution meetings when necessary
- Works with teachers and administration regarding truancy/SARB and solutions
- Makes recommendations to director for student expulsions/suspensions/SARB's
- Re-evaluates student policies each year
- Provides policy and council on special education discipline concerns

### **Graduation**

- Helps with graduation ceremony
- Works with FCS administration verifying students graduation documents

### **Student Activities**

- Oversees and organizes annual celebrations such as Back to School day, Picture Day, Holiday Music Performance, end of year Performance
- Coordinates 8<sup>th</sup> grade promotion
- Oversees fieldtrips at the Truckee Learning Center

# School Leadership

## 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 and 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

## 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 as well as other committees as needed.
- 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 Truckee Learning Center concerning test date reminders, snow days, activity reminders, important parent trainings, updates, etc.
- Contributes to the monthly newsletter as needed

## Administrative Team

- Works closely with Students Services (SPED) for student support and discipline
- Participates in IEP and SST meetings
- Coordinates 504 plans and meetings
- Coordinates K-8 meetings, and High School meetings with staff as needed
- Acts as the liaison for Forest Charter School in the Truckee community

**Miscellaneous**

- Participates in WASC
- Orders materials for Truckee Learning Center
- Coordinates curriculum library in Truckee
- 504 coordinator in Truckee
- Helps with timesheets/payroll of employees for Truckee
- Helps business office with contracts for Truckee employees
- Oversees Truckee building and grounds
- Oversees Truckee office assistant
- Coordinates Work Permits in Truckee

*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