

**Title:** Director of Academics ("DOA")

**Reports to:** Colorado Christian Academy Board of Directors

**Leads and Manages:** Educators (Full and Part-Time), Daily Schedule, Instruction, Curriculum & Co-Curriculars, & Flexible Fridays

**Team:** Director of Operations ("DOO"), Director of Spiritual & Student Life ("DSSL")

**Category:** Full-Time

**Status:** Exempt

**Wage:** \$80,000 - \$120,000 annually\*

**Benefits:** Health Insurance, Dental, Vision, Vacation & PSL

**Apply at:** <https://www.coloradochristianacademy.com/career>

**Application Deadline:** Two weeks

**Hiring Timeline:** Two weeks or when ideal candidate is hired

**Start Date:** Upon hire and no later than July 1<sup>st</sup>

#### Job Purpose:

The Director of Academics is the school's leading faculty professional responsible for setting an inspiring educational vision for the school while maintaining the highest bar for academic excellence. This instructional leader will be a skilled relationship builder with a depth of knowledge on how to sustain a culture of learning, hard work, rest, play, curiosity, kindness, and love. This person will organize and implement the school curriculum in concordance with the school's strategic plan. The ideal candidate will have a track record of success in a high performing school program with experience building diverse teams and supporting teachers and staff in their professional growth. This person will also have demonstrated the ability to build trust and a strong working relationship with faculty/staff, students, and parents. This person will lead in nurturing a culture of honor that follows Jesus's teachings about loving God, loving self, and loving others. The organization focuses on well-being and stability; this individual will prioritize this characteristic in his or her own life as well as in the life of faculty, staff, and students. Additional duties as assigned. The following categories summarize key responsibilities of the DOA. The percentages provided should be utilized to prioritize the needs of the school for this position.

|   |            |
|---|------------|
| <b>Academic Leadership</b>  | <b>70%</b> |
| Supervise Faculty, Co-curricular & Para staff with an in-classroom presence | 20%        |
| Establish and oversee Board approved Curriculum                             | 15%        |
| Direct professional development of Faculty, Co-curricular & Para staff      | 15%        |
| General administration  | 10%        |
| Coordinate with DSSL to align curriculum with CCA's Mission & Vision        | 10%        |
| <b>Cultural Leadership</b>  | <b>20%</b> |
| Stakeholder Engagement – Visible leadership, accessible & engaging POC      | 15%        |
| Support Discipline – Align with DOO and DSSL to ensure consistency          | 5%         |
| <b>Spiritual Leadership</b>   | <b>10%</b> |

#### General Duties, Leadership & Strategy:

1. Initiate, implement, and oversee the day-to-day operation, curriculum and activities for all academic programs.
2. Facilitate alongside the CCA Board of Directors with the strategic direction of CCA.
3. Develop and maintain strong relationships with all school stakeholders (students, faculty/staff, parents, board members), ensuring open lines of communications at all at all times and addressing issues and concerns in a timely and constructive manner.
4. Plan and lead regularly scheduled faculty/staff meetings.
5. Plan and manage change in accordance with the school development/strategic plan.
6. Participate in long range planning and administration.
7. Hold confidentially regarding sensitive information related to students, parents, and school data.
8. In conjunction with the Director of Spiritual & Student Life recruit, interview, and hire educators.
9. Evaluate teacher instruction and classroom management and if necessary, terminate educators as agreed upon with the Director of Spiritual & Student Life.
10. Work closely with executive administrators, faculty, and staff to ensure they have adequate resources and support to run programs effectively while staying within budget guidelines.
11. Execute & administer policies as set forth by the CCA Board of Directors.
12. Engage in a yearly growth and renewal plan.

#### Academic Leadership:

1. Develop and maintain curricula that provides distinct Christian education in conjunction with the Director of Spiritual & Student Life. Ensure instruction, methods, programs, and initiatives support the mission, vision, values, and distinctives of the school.
2. Support, encourage and facilitate teacher development and success in the classroom; serve as consultant in manners of classroom management, teaching methods and school procedures.
3. Commit to hiring faculty that is committed to the mission, vision, values, and distinctives of the school.
4. Plan and develop new programs and support current programs to enhance the quality of education.
5. Familiarize and become knowledgeable about various school systems to include learning management and student testing software.
6. Ensure a student-centered curriculum and classroom environment providing students with a well-rounded experience that engages their spirit, mind, and body.
7. Develop systems that support individualization of learning and student development.
8. Develop school schedules in a manner that is consistent with the school's mission, vision, values, and distinctives.
9. Oversee the academic programs: Before/after school (in conjunction with Preschool Director), movement break, lunch, co-curriculars, tutoring, accommodations, clubs, and Flexible Fridays.
10. Use data related to student learning to assess the effectiveness of curriculum and academics and consistently refine the academic product.
11. Provide academic guidance to students; serve as a student advocate, helping student families respond to specific academic, emotional, and developmental changes.
12. Oversee academic support services to ensure testing, placements, plans, and instruction is resulting in measurable student growth.
13. Design and maintain academic and administrative systems that deliver outcomes based on the school's aims and goals.
14. Implement onboarding and termination process with faculty, volunteers, and vendors.

15. Manage time off (vacation, PSL) requests and hourly payroll in accordance with Employee Handbook and HR regulations in conjunction with the Director of Operations.

#### Cultural Leadership:

1. Provide high expectations and high support for students through clear communication and follow through of cultural expectations
2. In support of the DSSL, train staff on a discipline program that prioritizes responsibility, respect and honor while being restorative, mixed with adequate levels of grace and truth.
3. Ensure school wide communication promotes the school brand of customer service, professionalism, and quality.
4. Exhibit and model friendliness, high customer service, servant leadership and overall care for students, staff members, and parents.
5. Instill leadership and identity development into the school through programs, shared language, curriculum and activities in a manner that honors students' strengths and unique wiring.
6. Attend all school events
7. Assist with admissions interviews and student enrollment decisions
8. Promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
9. Be deeply committed to and embody the mission, vision and philosophy of CCA and be excited to lead and help shape this community

#### Spiritual Leadership:

1. Receive Jesus as Savior and lives with a Kingdom mindset.
2. Prioritize Bible study, prayer, and reflection.
3. Agree with Colorado Christian Academy Statement of Faith.
4. Demonstrate spiritual humility and leadership that furthers the school Christian cultural aspirations.
5. Lead from a place of strong identity; viewing work as a platform of worship not as a place to build ego and identity.
6. Seek wisdom from the Holy Spirit to bring guidance in all situations and decisions.
7. Be a role model in attitude, speech, and actions.

#### Education, Experience & Competencies:

1. Bachelor's Degree: Master's degree in education preferred.
2. K-8th leadership experience.
3. Minimum of 6- 8 years teaching/administration experience.
4. Excellent verbal and written communication skills.
5. Knowledge of software support and cutting-edge educational philosophy.
6. Ability to delegate and manage multiple projects simultaneously.
7. Skilled in conflict resolution and restitution.
8. Possess creative instructional practices and be highly skilled at coaching and developing other educators.
9. Experience with accommodations, learning difficulties and learning interventions.
10. Ability to work collaboratively with a variety of people.
11. Possess a growth mindset and strive for more than the status quo.

#### Relationships:

1. Reports to Colorado Christian Academy Board of Directors.

2. Oversees the following people: Full and Part-Time Faculty
3. Collaborate with the Parents in Partnership Committee by attending meetings and acting as liaison between the Committee and the school.