

Executive Director - Athlos Academy of Jefferson Parish

Company: Athlos Academies

Location: Terrytown, LA

Reports to: Chief of Schools

Classification: Full-time, salary, exempt

Benefits: Yes

Compensation: DOE

Duties and Responsibilities

Staff Management

- Mentors, recruits and/or retains high-quality teachers and staff, terminates when necessary
- Oversees professional development of all teachers and staff
- Observes all classes regularly; oversees and assesses the performance of all school employees
- Holds employee evaluation conferences based on records of performance observations
- Ensures collaboration and team building among staff
- Manages conflicts and relations between school employees skillfully
- Oversees employee screening measures to ensure that each employee has undergone an appropriate background check

Academics

- Evaluates instructional program effectiveness; develops and enforces policies and procedures
- Ensures implementation of instructional strategies, classroom management, and communication
- Ensures effective, research-based professional development is provided and implemented
- Monitors special projects accountability timelines and coordinates timely completion
- Collaborates with staff for united school improvement plan
- Monitors, directs, and implements the administration of assessments
- Monitors and analyzes student performance assessment data preparing reports as needed for various special projects (i.e., after school program, summer school)
- Oversees special education program implementation and compliance
- Analyzes student achievement data, draws logical conclusions and prepares comprehensive reports
- Holds and attends parent/teacher/student conferences, open houses, and other parent and community events

Operations

- Abides by all state and federal laws that apply to charter schools and charter policy
- Ensures there is proper documentation on operations of charter programs to develop accurate budget
- Maintains fiscal control; report accurate fiscal information

- Ensures smooth operation of school facilities, school finance and risk management, including appropriate procurement of insurance policies
- Ensures school-wide compliance with all policies and procedures
- Attends all required governing board and state meetings; attend other meetings and training that provide legal guidance
- Participates in the school's annual fiscal audit and oversees the preparation of the school's annual budget, annual financial and annual program reports
- Ensures school safety by performing fire drills and other drills
- Preparation of financial and statistical documents and reports
- Ensures school facilities are managed effectively; oversees facilities to ensure maintenance provides a clean and safe school
- Requires students to demonstrate positive behaviors aligned with the school's vision and mission

Public Relations

- Establishes rapport with parents, students, school staff, and Athlos Academy board of directors
- Coordinates with the school's parent organization to increase parental involvement within the school
- Builds positive relations with state education departments, other charter schools, and school districts
- Works pro-actively to maintain community partnerships and positive public relations that showcases the school's success

Professionalism

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of these in communications with students, parents, and the public at large
- Works cooperatively with parents and teaching mentors to strengthen the educational program
- Oversees overall school operations
- Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful and friendly
- Maintains regular communication with Athlos Academies, ESP; serves as the face of Athlos Academies in Jefferson Parish

Qualifications

- At least 3–5 years of successful school leadership experience in an urban school setting
- Louisiana Educational Leader Certificate or ability to obtain before fall 2019 required

Educational Background

- Master's in Education Administration or related field required

TO APPLY: Visit www.athlosacademies.org/careers for application; submit resume and application to hr@athlosacademies.org

CONTACT: **Athlos Academies Headquarters:** 918 W. Idaho St. | Boise, ID | 83702

Office: (208) 519-4000 **HR Fax:** (208) 917-4626 **Web:** www.athlosacademies.org

EQUAL OPPORTUNITY EMPLOYER: Athlos Academies is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.