

Woodrow Wilson Academy Home School Connections

Job Title: Assistant Director
Date Prepared: 12/18/24
FLSA Status: Full-Time Exempt
Work Year: 210 days, 8 hours per day
Desired Start Date: 07/31/2025
Pay Rate: \$52,625 - \$96,600
Reports to: Director
Location: Traveling
Mon-Wed: Westminster (11355 Sheridan Blvd, Westminster, CO 80020)
Thursday: Evergreen (27154 N Turkey Creek Rd, Evergreen, CO 80439)
Friday: Lakewood (455 S Youngfield Ct, Lakewood, CO 80228)

SUMMARY as outlined in the Jefferson County Public Schools' School Leadership profile, an individual in this position assists the school leader by providing leadership, community building, instructional leadership, safety leadership, and human and financial resources management.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Scheduling:

- Assist with students schedules , shared
- School events, shared
- Staff duties for each semester

School Safety & Logistics:

- Standard Response Protocol Coordinator (maintain SRT)
- Oversee staff safety backpacks/folders(in each location): create with staff at the beginning of the year, checks throughout the school year
- Oversee classroom set-up in each location, communicate classroom set-up with Director and designated church staff

Instructional Coaching

- Support staff with curriculum design, classroom management and logistics
- Create yearly professional development plan for staff (lesson planning, time management, classroom management, goal setting, etc)
- Observe (formally, informally) and provide feedback to teachers to support professional growth
- Observe teacher/student behaviors in classrooms as needed
- Mentor new teachers
- Maintain open lines of communication between teachers and all staff
- Assist with overseeing: Monthly Big Ideas documents, videos, links
- Ensure curriculum is implemented at check-ins, observations
- Monitor inventory and ordering
- Acquire outside resources as needed for PD (ex. online materials, presenters)
- Present at staff in-services, meetings
- Assist Director with coordinating teacher in-service days, shared with Director, Aug/Jan/May
- Assist with keeping track of teacher licenses, PD for renewal, create certificates as needed

Enrollment

- New parent tours/meetings as needed

- Parent Presentation at Orientation, shared
- Assist with creating and maintaining positive relationships with families, shared

Other Duties

- Emergency coverage throughout building (including the Clinic)
- Oversee the updating of the handbooks/Brains binder
- Student before school drop off, after school pick up, shared
- Assist in assemblies, events, field trips
- New teacher orientations
- Partner with the Director, individual teachers, implement SEL initiatives, including restorative practices, documentation.
- Serve as designated administrator when so identified by the Director.
- Provide ongoing support and consultation for staff members on student needs
- Assist school staff in enhancing intervention frameworks.
- Act with the vision for school's success

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE Requirements follow State of Colorado guidelines for Instructional Coaching.

EDUCATION AND TRAINING Bachelor's degree or in progress.

CERTIFICATES, LICENSES, REGISTRATIONS Colorado Teaching License Preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT Demonstrated conflict management, problem solving, resource allocation, prioritization, data analysis, collaborative decision making, relationship building, group facilitation, writing, and speaking skills. Demonstrated knowledge and use of school policies, procedures, employee contracts, and legal requirements. Computer and technology skills which include Human Resources; Financial Systems; and communications technology including software, Email, and voicemail.

DECISION MAKING Assists Director in the following areas: Determine staffing levels; develop alternatives and make decisions in crises situations; utilize collaborative decision making skills; and apply good judgment to ensure student safety and carry out student discipline. Decision making authority may be delegated to this position, but final decisions are the responsibility of the director. Errors could affect the reputation of school and/or compromise student safety and the learning environment.

COMMUNITY RELATIONS Daily contact with teachers, parents, and students to exchange information and resolve issues.

SPAN OF CONTROL Directly supervise teachers and classified employees. Assists Director with carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws, including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATIONAL DELIVERY Assists Director in the following areas: Support the instructional programs of the school by supervising and evaluating teachers and administrators and by developing and implementing school instructional programs. Understand the philosophy of standards based education, the processes of curriculum development and effective models of instruction, and lead their implementation in the schools. Manage the development of curriculum and instructional programs that recognize the contributions of diverse groups and foster success for all students regardless of gender, race, or disability. Lead the community in the development of challenging performance standards for students and the development of varied supervisory and evaluation processes. Ensure the development of a staff development program that recognizes the principles of adult learning and focuses on student success. Use data to analyze the current state of student learning and serve as a catalyst for and manager of needed change. Understand and lead the use of technology in instruction. The majority of the time is spent at the school site.

COMPLEXITY OF WORK Requires analytical skills, independent thinking, considerable judgment, and the ability to assess crises and make sound decisions quickly with little time or input from others. Assist with managing personnel, curriculum, student success and discipline, and physical plant. Must have a strong understanding of student behavior, school culture and policies, and be able to quickly analyze the impact of decisions on the student, school, District, and community. Generally, work is complicated by the volume of students at the school site, and the diversity and severity of student issues and crises. The physical demands, work environment factors, and mental functions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to sit; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.

MENTAL FUNCTIONS While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to copy, instruct, compute, and synthesize.

WORK ENVIRONMENT While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

HOW TO APPLY: Interested candidates should visit <https://www.wacademy.org/employment>

Benefits: Full time benefits offered include: medical, dental, vision, employer paid basic life insurance, voluntary life insurance, voluntary short term disability, CO PERA retirement, voluntary retirement savings plans, paid personal and sick time off, and a family wellness benefit.

Closing Date: This position will remain open until filled.

Organization Information: Woodrow Wilson Academy Homeschool Connections is a K-8 public charter school.

Visit our website at <https://www.wwahomeschool.org/>

Woodrow Wilson Academy is an equal opportunity employer.

