Director of Upper School

Reports to: Executive Director

Compensation: Based on experience  Position Type: Full-time  Benefits: Yes

Minimum Qualifications

Education: Master's Degree in Education Administration or related field.

Certification Required: Principal Certificate and/or Education Administrator License.

Experience:

- Minimum 3 years of successful teaching and/or school leadership experience in a multi-cultural/diverse setting.
- Experience: Leadership or teaching experience in a Middle School setting
- Startup charter school experience preferred.

Characteristics of the Successful Candidate:

- Growth mindset
- Reflective practitioner
- Innovative
- Creative problem solver
- Willing to take risks
- Effective at time management
- Excellent organization, inter-personal, and communication skills
- Able to build and support a culture of trust and collaboration
- Willingness to plan and work collaboratively with a team
- Seeks out professional learning
- Knowledge of state/national standards
- Knowledge of best practices and a willingness to continue to learn and try new strategies
- Knowledge of standards-based grading, student-led conferences, active teaching strategies, and effective classroom management strategies

Job Duties:

- Model the Athlos culture.
- Participate in and provide professional development.
- Communicate with parent/guardians and the community professionally.
- Provides leadership and support on adopting research-proven, standards-based, student-centered instructional practices.
• Leads Upper School teachers in creating coherency in instructional practices and routines within the school that model a growth mindset.
• Assists teachers in effectively gathering and using relevant student data to improve instruction.
• Ensures that teachers are implementing special education services in accordance with federal and state law.
• Assists the Executive Director as needed with student achievement goals.
• Supports the implementation of the Athlos Behavior Management philosophy that utilizes aspects of PBIS and restorative practices.
• Supervises Upper School student movement, serve as a student discipline officer, counsel students regarding school behavioral issues, communicate with parents and process suspension cases.
• In collaboration with the Executive Director and leadership team, designs and executes a successful model of professional development.
• Work with the school Social Worker to oversee programs/efforts such as performance character curriculum, anti-bullying and student mediation.
• Guides implementation and execution of teaching strategies and school-wide structures in the Upper School program in accordance with the Athlos model.
• Collaborates with the leadership team to establish a culture of excellence that values the individual and embraces the group.
• Oversees transportation and food service to ensure efficiency.
• Serve as a member of the Crisis Management Team.
• Maintain open communication with teachers, parents, and outside agencies.
• Assists with additional duties connected to school leadership while developing a strong school climate.

How to Apply

Submit the following to schoolcareers@athlosacademies.org

• Resume
• Cover letter
• 3 Letters of recommendation
• Copy of license
• Transcripts

EQUAL OPPORTUNITY EMPLOYER

Athlos Academy’s education partners are Equal Opportunity Educational Institutions and EEO/Affirmative Action Employers committed to excellence through diversity. Employment offers are made on the basis of qualification and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

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