

ADMINISTRATOR, HIGH SCHOOL ACADEMY

Definition

Oversees the planning, assessment, instructional leadership, communication, community relations, and safety and administrative management required to manage a high school academy; assists the principal of the host school with administrative responsibilities, as requested; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Develops or participates in the development of a master schedule for the educational program of the center with optimum use of facilities and staff; participates in the planning, development, implementation, and evaluation of the instructional program and develops and executes appropriate in-service training programs; participates in the evaluation of academy faculty and support staff; enforces standards of discipline, health, and safety, which promote the general welfare of both students and staff; maintains continuing communication and serves as liaison with parents, parent groups, civic and community sources, and interprets School Board policies to students, staff, and the community; carries out a variety of assigned administrative responsibilities, such as supervision of student transportation and safety, maintenance of buildings and facilities, cafeteria operations, and after-hours use of facilities; participates in personnel selections and assignments; supervises and actively participates in student counseling, scheduling, and schedule adjustments; and prepares academy budget and supervises the maintenance of financial and budgetary controls.

Supervision Received/Given

Receives general supervision from a principal. Participates in the screening, selection, assignment, supervision, and evaluation of staff, as assigned. Provides guidance and assistance to full-, part-time, and/or hourly employees, as required.

Education/Experience/Skills

Postgraduate Professional License (master's degree) with endorsements in administration and supervision preK-12, plus six years of progressively more responsible experience in teaching and administration or supervision, some with professional and technical subjects at the secondary level; or equivalent experience. Can demonstrate knowledge of principles, practices, materials, and equipment used in modern public high school education and an ability to apply them to the needs of the academy; knowledge of current curriculum and instructional practices and trends in professional and technical studies; knowledge of public school organization and administration and the support activities required; ability to plan, organize, and coordinate and varied professional and technical education programs; ability to plan, supervise, and evaluate the work of instructional and support personnel; ability to develop effective working relationships with students, staff, community, and the general public; and ability to communicate effectively, both orally and in writing.

