



ASSISTANT DIRECTOR JOB DESCRIPTION

FORESTHILL & AUBURN LEARNING CENTER

Minimum Qualifications: Must hold a valid California teaching credential. Administrative Services Credential preferred.

Summary of Position: Under the direction of the Executive Director, the Assistant Director supports student achievement, school community and is part of the leadership team. The Assistant Director implements the policies of Forest Charter School; facilitates local staff meetings; builds schedules for learning center classes; enforces the FCS discipline policies; provides academic and student support.

Student Achievement

Elementary Curriculum Oversight and Development

- Oversees and develops elementary curriculum to support students and supervising teachers
- Works with staff to develop appropriate expectations for elementary grade levels
- Trains supervising teachers on these expectations and supports them in the implementation of these standards
- Develops tools (e.g. checklists) to support supervising teachers implementing appropriate elementary grade level standards

iReady & Multitudes Implementation and Support (Note: these screeners could change but the duties remain the same.)

- Oversees and tracks supervising teacher implementation of the iReady Diagnostic and the Multitudes Reading Screener

- Provides training and support in implementing these tools and giving tips in how to talk to parents who are hesitant to using these tools to try to convince them of their value
- Tracks the percent of families who have participated and works with supervising teachers to improve participation as needed

Elementary Intervention Support

- Leads and oversees Forest Charter's elementary intervention program
- Collaborates with special ed staff to ensure tier 1 and tier 2 interventions are implemented with fidelity
- Works with supervising teachers and SST coordinators to recommend and implement intervention strategies
- Reviews iReady data to ensure intervention is being regularly implemented
- Researches and develops intervention options for students unable to utilize iReady or other online intervention curriculum

State Assessment

- Coordinates all State testing in Foresthill & Auburn
- Creates the schedule/timelines for State testing
- Works with Foresthill & Auburn Staff on testing protocol

Curriculum and Instruction

- Helps develop the class schedule for Foresthill Learning Center
- Helps develop Enrichment schedule
- Helps develop expectations and procedures for co-op classes
- Participates in the review of school curriculum

Teacher Support

- Facilitates Supervising Teacher Trainings including new policies and goals
- Supports Supervising Teachers with student and family issues including but not necessarily limited to discipline and academics
- Supports Supervising Teachers with deadlines and policies
- Supports Supervising Teachers with 504 and IEP students

Special Education

- Works closely with Student Services (SPED) for student support and discipline
- Participates in IEP meetings as the administrator

Student Support Team (SST) & Intervention

- Attends or runs SST meetings as needed
- Promotes intervention for students as needed

School Community

Enrollment

- Oversees the assignment of students to Supervising Teachers
- Works with site Enrollment Coordinator to make sure site is fully enrolled

Student Discipline

- Communicates and enforces student discipline policies and block class expectations
- Enforces student policies and expectations
- Schedules and participates in Review Board Meetings
- Conducts conflict resolution meetings when necessary
- Works with teachers and administration regarding truancy/Involuntary Removal and solutions
- Makes recommendations to director for student expulsions/suspensions/involuntary removals
- Re-evaluates student policies each year
- Provides guidance on special education discipline concerns

Graduation

- Helps with graduation ceremony
- Works with FCS administration verifying students graduation documents

Student Activities

- Oversees and organizes annual celebrations
- Coordinates 8th grade promotion
- Oversees field trips at the Foresthill Learning Center

School Leadership

School Safety

- Works with the FCS administrative team, county agencies, local fire department, local law enforcement to establish a safe school environment including physical, intellectual and emotional safety as well as respect for differences and diversity
- Participates in the development and implementation of the school-wide safety plan
- Works with the Administration and staff in coordinating the school lockdown and fire drills, and earthquake drills

School-Wide Action Plan

- Helps develop and carry out short term and long term goals of school-wide action plan
- Provides leadership for assigned action items
- Provides updates of progress on assigned action items to the Board of Directors

Staff Development

- Assists Director in planning staff development day activities
- Coordinates staff community building activities in Foresthill & Auburn

Committees

- Attends Faculty Council, Charter Council and Staff Meetings/Trainings as well as other committees as needed.
- Helps coordinate staff meeting agendas with other administrators

Communication

- Promotes trusting and supportive relationships with staff, students and parents
- Utilizes an effective leadership model to promote communication and collaborative decision making
- Maintains visibility and an “open door” policy with families and staff
- Sends all-call messages for Foresthill & Auburn Learning Centers concerning test date reminders, snow days, activity reminders, important parent trainings, updates, etc.
- Contributes to the monthly newsletter as needed

Administrative Team

- Works closely with Students Services (SPED) for student support and discipline
- Participates in IEP and SST meetings
- Coordinates 504 plans and meetings
- Coordinates K-8 meetings, and High School meetings with staff as needed
- Acts as the liaison for Forest Charter School in the Foresthill & Auburn community

Miscellaneous

- Participates in WASC
- Orders materials for Foresthill & Auburn Learning Centers
- Coordinates curriculum library in Foresthill & Auburn
- 504 coordinator in Auburn
- Helps business office with contracts for Foresthill & Auburn employees
- Oversees Foresthill & Auburn building and grounds
- Oversees Foresthill & Auburn office assistant
- Coordinates Work Permits in Foresthill & Auburn
- Other duties and special projects as assigned, consistent with the scope and intent of the position

Physical Demands:

- Frequent: Sitting, Walking, Standing
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

This position is classified as exempt and is not eligible for overtime compensation in accordance with applicable state and federal laws.

This job description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Forest Charter School reserves the right to modify this job description at any time.

Employment with Forest Charter School is at-will and may be terminated at any time, with or without cause or notice, by either the employee or the employer, in accordance with applicable law.