

Peabody Charter School Job Description

Title: Associate Director of Student Services

Type of Position: Full-time

Positions Available: 1

Qualifications

Credentials Required:

- Valid and appropriate California Teaching Credential
- Valid and current California Administrative Services Credential

Education Required: MA or MS

Experience Required: Minimum of five years of credentialed experience to include teaching and/or administrative experience at the elementary level.

Personal Qualities Desired: Character, personality, and social skills to relate effectively with a diverse staff, student body, and parent community. Demonstrated ability to work with a wide variety of community groups and organizations. Effective writing and public speaking skills. Bilingual in Spanish and English encouraged to apply.

Terms of Employment:

- Salary to be commensurate with education, experience, and skills
- Benefits consistent with current Peabody Charter Certificated Employment Agreement
- Work Year and Hours: 200 days

Contact Information:

Demian Barnett, Superintendent/Principal
3018 Calle Noguera
Santa Barbara, CA 93105
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DESCRIPTION: The Associate Director of Student Services shall possess experience in areas such as curriculum, evaluation and supervision, and school management. The Associate Director of Student Services shall possess other qualities of academic, professional, and personal experience that the Principal may specify.

The Associate Director of Student Services is the chief professional support administrator for the Principal. As a member of the Administrative Staff, he/she shall provide leadership for the Charter School, represent the Principal as appropriate at official school and community functions, inform the Principal of changes in trends, laws, rules, or regulations in his/her area of expertise, and provide reports to the Principal of his/her activities and as requested. The Associate Director of Student Services in conjunction with the Principal shall develop annual performance objectives that will become part of the criteria

used to evaluate the Associate Director of Student Services.

The Associate Director of Student Services provides leadership in curriculum development and coordination within the school, serves as a content area/grade level coordinator as assigned, and assists the Principal in providing direction to the student management program. The Associate Director of Student Services assists the Principal in the overall personnel management of the school, which includes teaching, clerical, custodial, and other support personnel. The Associate Director of Student Services assists the Principal in providing leadership and assistance to teachers in developing the instructional program, addressing matters dealing with the general administration and business affairs of the school, and overseeing the community and public relations program for the school.

In carrying out these responsibilities the Associate Director of Student Services shall:

1. Coordinate curriculum activities and foster a creative and supportive environment for curriculum development, innovation, and professional growth; oversee the selection and implementation of instructional materials and supplies; help the school transition to using Common Core Standards
2. Assist in the operation, supervision, and evaluation of all faculty and staff personnel to include; assisting in the selection and assignment of staff to allocated or vacant positions, assisting in establishing the daily schedule and program scheduling for staff, mediating problems or concerns between staff personnel, and assisting in the preparation for faculty and curriculum meetings;
3. Keep abreast of new developments in curriculum, evaluation, and school management through readings, conferences, and other means of gathering training and knowledge and disseminate information to members of the administrative, instructional, and support staffs on a regular basis including conducting staff development seminars and lessons for the benefit of Charter employees;
4. Assist staff in assessing student needs, to include determining services needed and the supervision of such services, coordinating special education services (including IEP's) and programs throughout the school, coordinating student services and programs throughout the school, and assisting in providing for student health and safety programs (including disaster drills);
5. Where applicable, supervise and give advice, assistance, and direction to Leadership Team and other specialists, and attend team meetings as directed to discuss curriculum and other needs and concerns;
6. Coordinate, interpret, and disseminate assessment materials and data;
7. Monitor the appearance of the school building and campus, while coordinating, at the direction of the principal, repairs and maintenance of school facilities;
8. Supervise a program of student management and accounting to include recording/analyzing student behavior, attendance, and tardiness, and maintaining careful records of disciplinary referrals/suspensions;
9. Participate in professional development opportunities as approved and directed by the Principal, and take expertise gained by such participation and convey such expertise through providing professional development training to school staff as part of the Charter's annual professional development program;
10. Work cooperatively with all students, parents, agencies, or other individuals that relate with the school in efforts to strengthen home-school and community-school relationships; oversee ELAC;
11. Supervise all recesses, before/after school, and school activities; oversee and organize school assembly program; coordinate Panther Program and other after school activities; and
12. Conduct other staff duties and responsibilities as directed by the principal, including administering the school in the absence of the principal (this may included summer school), attending meetings as requested or required by the principal or attending and participating in community meetings and working with community organizations, and, any other staff function required by the principal.

Equal Opportunity Employer

Peabody Charter School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.