

**NEW BEGINNINGS HIGH SCHOOL
POSITION DESCRIPTION**

Title: Campus Director

Reports to: Principal

Position type: 12 month position (Exempt)

Company Overview

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our Mission is to create the best educational environment for students who are seeking a new beginning.

Position Summary

The Campus Director provides leadership, support, and direction for the staff through modeling and professional development. This position is responsible for implementation and improvement of customer outcomes, campus culture, staff support, and campus retention.

Key Responsibilities

Academic Instruction & Professional Development

- Lead campus by attending community service and outreach activities throughout the year.
- Train, model, coach, supervise, evaluate performance, and provide leadership to staff.
- Design a professional development calendar and facilitate sessions (as needed) for your campus.
- Ensure safety, security and aesthetics of your campus.
- Model instructional strategies as needed to support teachers as needed.
- Be the conveyor of culture and support for campus customers and staff.
- Manage customer behaviors and address discipline issues for the campus.
- Provide direction to all teacher programs in the specific areas of development, review, and program evaluation.
- Prepare relevant reports and records for teacher education.
- Assist with ensuring staff compliance of NBHS policies, and State and Federal laws.
- Coordinate and provide direction for the cooperative learning opportunities for teachers.
- Use school SIS systems and reporting to identify targets and deficiencies for the development of customer educational plans.
- Provide excellent customer service.
- Assist staff in the acquisition, development, and use of instructional resources.
- Monitor and implement customer behavior procedures.
- Resolve or assist in the resolution of problems and/or complaints and initiates corrective action as appropriate.
- Oversee safety of customers and assigned staff on a daily basis.

Curriculum Development & Learning Support

- Build courses in targeted learning platforms.
- Train staff on targeted learning platforms and assist in running and analyzing generated reports.
- Ensure provision of resources for curriculum efficacy across all subject areas.

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- Conference with teachers on planning, classroom and customer data and conduct observations to provide feedback to assigned staff.
- Build frameworks.
- Support school Mission by assisting with home visits.

Systematic Use of Formative Assessment Data

- Coordinate system of daily formative assessment practices and interim assessments, including assessment design, revision, tracking, and analysis.
- Ensure comprehensive preparation for state assessments and targeted standardized testing.
- Facilitate data-driven instructional planning through regular meetings and professional development.

General

- Conduct annual review and propose appropriate updates to the *Campus Director Reference & Procedures Manual*.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college/university (Master's degree preferred)
- A minimum of 3 years of leadership/management experience
- Valid Florida Educator's Certificate
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver's license, reliable transportation and valid automobile insurance

Key Competencies

Ability to coordinate work tasks to establish priorities, set goals and meet deadlines. An ability to exhibit tact and patience. Able to perform duties accurately and efficiently. Ability to work both independently and as a team member with other individuals and organizations. Able to set high expectations and hold the team accountable to meet them, contributing positively to NBHS culture. An ability to maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies. Able to demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds. Ability to demonstrate critical thinking and problem solving skills. Able to adapt to changing work priorities. Able to maintain confidentiality. Desire to serve students in an above and beyond mentality. Periodically checks emails and phone messages after hours and on the weekend. Urgent work-related email and phone messages should be answered after 1-2 hours of receipt.

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Physical Environment

Requires working indoors/office setting. This position may require traveling. Generally, the job requires 20% sitting, 40% walking and 40% standing. Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds. This position may require travel.

The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.