

JOB DESCRIPTION

Job Title: Principal **Dept:** Instruction
Reports To: Director of Instruction **Work-Class:** Credentialed **FLSA Status:** Exempt

General Summary:

The Principal is an integral part of the structure of Pathways In Education. The Principal will serve as the chief administrator of a center in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member. It is both a field position and a corporate position. The responsibilities of the Principal are classified into four categories:

Essential Functions include, but are not limited to the following:*

Personnel Management

- Work within guidelines to hire, train, and supervise teaching staff.
- Evaluate teacher performance and serve as contact person for problem resolution or guidance
- Conduct in-service training programs and supervises new staff development
- Assist Director of Programs in identifying and grooming new management candidates.
- Perform other functions and duties as assigned.

Quality Educational Progress and Compliance

- Direct teaching staff to provide educational and vocational guidance for students.
- Supervise State-mandated tests to ensure quality and compliance.
- Manage bi-monthly and year-end audits for center.

Building the Business

- Liaison with local school district personnel, assigned area, and corporate staff. Support Executive Director and Director of Operations in establishing contacts for new contracts in areas of responsibilities and communities.

Knowledge, Skills, and Abilities Required:

- Ability to train, direct and delegate responsibility to staff.
- Ability to work independently and efficiently, exercising reasonable judgment, in a fast-paced, multi-task environment with minimal supervision.
- Ability to synergize with colleagues and corporate staff to manage and monitor the growth of the company.
- Ability to work effectively under pressure and demonstrate problem-solving skills, while maintaining courtesy, professionalism, and a customer service attitude.
- Strong interpersonal skills and attention to detail.
- Working knowledge of MS Office and database management.
- Supervisory or managerial skills.
- Ability to travel as needed.

Education and Experience:

- Minimum MA/MS
- Must hold a current LA Principal Certificate.
- Managerial experience in an educational setting.

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JOB DESCRIPTION

Job Title: Assistant Superintendent **Dept:**
Reports To: President/Vice President **Work-Class:** Credentialed **FLSA Status:** Exempt

General Summary:

Responsible for academic achievement and retention of all students in all charters. Also responsible for all evaluation, and coordination of educational programs and for performing related administrative duties. Overseeing education staff, to ensure that implementation and prescribed activities are being carried out in accordance with specified company, state objectives and state standards. Works as liaison with boards, districts and state offices. Manages budgets and expenses of charters. Supervises training, special education, regional supervisors, and facilities. Monitors all academic indicators and provides input into special projects.

The primary goal of this position is to support and carry out the instructional leadership team goals of 100% retention, 100% pass rates and all charters achieve a 9 or 10 compared to similar schools in a state wide average. Provides direct instructional support at least 75% of the time.

Essential Functions include, but are not limited to the following:*

- Effectively facilitate and provide Leadership to a wide array of teachers and educators.
- Responsible for teacher – student communication, modeling and encouragement.
- Meets with Teachers and Students regularly.
- Advise staff on interpretation of Board policies, administrative procedure, and Education Code issues.
- Establishes and maintains positive relationships with education staff, district personnel, community based organizations, and governmental agencies. Interpreting program (goals, philosophy, objectives, ESLRs and policies) as requested.
- Ensures that state laws and Company policies applying to student attendance, education, and records are enforced.
- Working closely with education program supervisors/managers, oversees the hiring and training of educational staff.
- Directs teaching staff to provide educational and vocational guidance for students.
- Evaluates performance of student progress, education programs, supervisors and managerial staff.
- Initiates, schedules, and performs in-service training programs and oversees new pilot development and assessment.
- Serves as a resource for parents, teachers, and district personnel to provide problem resolution or guidance as needed.
- Oversees accreditation, special education, graduation and student needs.
- Monitors student enrollment, staffing and regional needs to strategically plan the opening of new learning centers and proactively make programmatic changes or decisions as needed.
- Creates and evaluates new educational programs to help improve student achievement.
- Supervises and develops Director of Instruction, Training, and Special Student programs and Education Project Coordinator.
- Monitors and approves incentives and compensation for teaching personnel.
- Plans and monitors educational program budgets.
- Responsible for new center approvals in all charters.
- Monitors all academic indicators and provides input into special projects.
- Serves on Finance Committee and -Instructional Leadership Team Committees.
- Performs other administrative functions and duties as assigned.

Knowledge, Skills, and Abilities Required:

- Ability to train, direct and delegate responsibility to senior staff.
- Ability to cooperatively collaborate with government staff and boards to meet business needs and reach Company goals.
- Take initiative and work efficiently in a fast-paced, multi-task environment with no supervision.

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- Top problem solving skills.
- Excellent oral and written communication skills.
- Strong organizational skills and attention to detail.
- Excellent managerial, leadership and team building skills.
- Ability to travel as needed.
- Executive leadership ability.
- Strong computer skills.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include; close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to travel up to 20% of the time.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:

- Previous experience as School Administrator or equivalent administrative experience.
- Strong teaching experience.

Education and Experience:

- Doctorate in education or equivalent experience.
- Teaching Credential.
- Previous experience at level of Principal or higher.

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Education Management Systems / Pathways In Education

JOB DESCRIPTION

Job Title: Director of School Implementation—PIE **Dept:**
Reports To: Assistant Superintendent **Work-Class:** **FLSA Status:** Exempt

General Summary:

The position is responsible for implementation of rigorous, standards-aligned and student-friendly curriculum and a staff development\ and state standards requirements that supports the out of state programs to become highly effective academically. This position is also responsible for the development, evaluation and coordination of educational programs, performing related administrative duties and overseeing departmental staff, to ensure that implementation and prescribed activities are being carried out in accordance with specified state contract objectives and state standards.

This position provides direct certificated instructional support 90% of the time.

Essential Functions include, but are not limited to the following:*

- Working closely with education program team oversees the following including supervision of State Educational Requirements , Curriculum, Assessment and Accountability Department, Small Group Instruction (SGI), Online Program and educational technology requirements and rules (StudentTrac), and Student Advising and Testing for each state Pathways operates.
 - Initiates, supervises, schedules the roll out of each states educational model and oversees new school roll out team.
 - Supervises and coordinates educational model to alignment to each states standards.
 - Oversees development of the educational support departments, including training and professional development of regional coaches, setting yearly SGI goals, and managing the feedback and evaluation system to SGIs.
 - Working closely with education support departments to ensures the rigor and standards alignment of curriculum, instruction, and staff development
 - Integrates communication and strategic planning across curriculum and instruction departments in order to facilitate highest quality educational opportunities to students leading to yearly increases in API and closing of the achievement gap.
 - Establishes and maintains positive relationships with education staff, district personnel, community based organizations and governmental agencies, interpreting program (goals, philosophy, objectives, ESLRs and policies) as requested.
 - Plans and monitors educational program budgets with Assistant Superintendent.
- Performs other administrative functions and duties as assigned.

Knowledge, Skills, and Abilities Required:

- Ability to set vision and strategic plan for alignment of curriculum to state standards
- Ability to train, direct and delegate responsibility to staff.
- Ability to cooperatively collaborate with other departments or administrative staff in a timely, responsive manner to meet business needs and reach Company goals.
- Ability to independently take initiative and work efficiently, exercising reasonable judgment, in a fast-paced, multi-task environment with little or no supervision.
- Ability to work effectively under pressure and demonstrate problem-solving skills, while maintaining diplomacy and professionalism.
- Excellent oral and written communication skills.
- Strong organizational skills and attention to detail.
- Excellent managerial, leadership and team building skills.

Education Management Systems / Pathways In Education

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KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:

- Previous experience as School Administrator or equivalent administrative experience.
- Working knowledge of company and/or teaching experience.
- MA degree or equivalent.
- California Administrative Credential.

Education and Experience:

- BA degree or equivalent.
- Teaching Credential.

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JOB DESCRIPTION

Job Title: Director of Instruction
Reports To: Assistant Superintendent of Out-of-State Instruction
Dept:
Work-Class: Credentialed
FLSA Status: Exempt

General Summary:

The Director of Instruction oversees the academic programs which are designed to increase student retention and high school passage rates. Such programs may include, but are not limited to, Small Group Instruction, Curriculum Development, Student Assessment and Data Analysis, Professional Development, Accreditation, Charter/Contract renewals and new Charter/Contract openings. Additionally, this position is responsible for budget development for each charter school oversight of Operational departments including facilities and lease management.

Essential Functions include, but are not limited to the following:*

- Establishes and maintains positive relationships with corporate staff, teachers, education staff, district personnel, and community based organizations.
- Working closely with education program supervisors and managers; while evaluating teacher performance.
- Analyze and disaggregate data from student testing results.
- Project annual revenue for each charter/contract school.
- Oversees the development and implementation of teacher training programs and new staff development.
- Initiates, schedules and performs in-service training for new educational programs and instructional materials.
- Works closely with supervisors and staff to ensure curriculum and training meet the needs of the student population.
- Direct teaching staff to provide educational and vocational guidance for students.
- Works with the state to attain Accreditation and monitors progress of action plans regularly.
- Supervises support services such as SGI program development.
- Supervises school communication with district and county offices.
- Serves on the Instructional Leadership Team to drive improvement and progress of the educational program.
- Actively involved in the field/schools observing and evaluating all educational programs.
- Ensures all schools are implementing and receiving the same opportunities in regards to programs for students and staff.
- Monitors and supports supervisors and their assigned areas to ensure centers and programs are being maximized.
- Creatively seeks ways to increase company revenue and control expenses.
- Performs other administrative functions and duties as assigned.

Responsible for facilities. Manages personnel budgets and new site locations and build outs.

Knowledge, Skills, and Abilities Required:

- Ability to train, direct and delegate responsibility to staff.
- Ability to analyze and present data to drive instruction and progress of academic program.
- Ability to cooperatively collaborate with other departments or administrative staff in a timely, responsive manner to meet business needs and reach company goals.
- Ability to independently take initiative and work efficiently, exercising reasonable judgment, in a fast-paced, multitasked environment with little or no supervision.
- Ability to work effectively under pressure and demonstrate problem solving skills, while maintaining diplomacy, courtesy, professionalism and a customer service attitude.
- Strong organizational skills and attention to detail.
- Excellent oral and communication skills.
- Working knowledge of MS Office and database management.
- Excellent managerial, leadership and team building skills.

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- Ability to travel as needed.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:

- Previous experience as Principal or equivalent administrative experience.
- Teaching experience and Teaching Credential.
- Excellent knowledge of educational programs.
- Knowledge in State, and Federal regulations.
- Experience with and independent study program.

Education and Experience:

- PhD or Masters in Education.
- Admin credential preferred.
- At least 10 years teaching experience.
- At least 5 years experience in school administration.
- Strong administrative skills such as supervision of teachers, budgeting, and staff retention.
- Excellent academic focus.
- Creativity and innovation necessary.

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