



PRAIRIE SEEDS ACADEMY

Assistant Directors K-5, 6-8, 9-12

PURPOSE STATEMENT:

Under the direction of Thrive Education, a subsidiary of Hmong American Partnership (HAP) and the Principal, the Assistant Director is responsible for implementing the school's vision of academic success for all students, by creating a climate hospitable to education, and cultivating leadership in others.

JOB FUNCTION:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Manage, evaluate and supervise assigned staff for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's curriculum.
3. Supervise the instructional programs of the school, evaluate lesson plans and observe classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
4. Supervise effective discipline and attendance systems with high standards, consistent with the values, and mission of the school. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
5. Establish a professional rapport with students and with staff. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students by demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
6. Implements policies, procedures, and/or processes for the purpose of providing direction and/or complying with mandated requirements.
7. Maintain and develop clearly understood procedures and provide regular drills for emergencies and disasters.
8. Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
9. Maintain visibility with students, teachers, parents and the Board.
10. Facilitate communication between personnel, students, and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
11. Communicate with the Board regularly about the needs, successes and general operation of the school.
12. Facilitates meetings and processes for the purpose of meeting curriculum guidelines, and ensuring that state mandates are achieved. Meetings include but are not limited to leadership, Q-Comp, curriculum, etc.
13. Assists in the development, revisions, and evaluation of the curriculum.
14. Nurture both students and teachers to achieve their greatest potential academically and instructionally.

SKILLS/QUALIFICATIONS:

1. License in Educational Administration or equivalent experience
2. At least 3 years of experience in an urban setting