

Title: Department Head/Grade level Chair

Post Date:

Description: POSITION SUMMARY:

Guide and manages the administrative day-to-day academic program and the implementation of strategies by providing leadership to direct reports and by performing the following duties:

Essential Duties and Responsibilities Include the following:

- Oversees and ensures the administration of pre, yearly, post and standardized tests, and the scoring of tests and ESE compliance.
- Reviews and places each student based on: transcript review, pre testing and development of individual schedules.
- Participates in the intake interview to assess the needs of each girl and family, collaborates with in-take team.
- Monitors and develops new educational services.
- Conducts regular assemblies with the students to announce awards, educational information, upcoming events, etc.
- Prepares and submits all necessary documentation to appropriate agencies as needed.
- Develops and coordinates schedule/special events
- Processes proper registration/withdrawal documents.
- Oversees the implementation of the department/classroom management plans.
- Monitors students behaviors, and counsels students regarding behavior, sets up specific behavioral interventions in consult with line staff.
- Keeps parents informed of any programmatic changes and or specific student needs.
- Monitors daily academic operations and ensures teaching standards
- Reviews individualized Academic Plans for students and assist teachers with implementation of plans.

TEACHING:

- Is responsible for all the duties normally associated with teaching as a part of their classroom responsibilities. See teaching position job description.

SUPERVISORY RESPONSIBILITY:

- Carries out supervisory responsibilities in accordance with agency policies and applicable laws.
- Keeps direct supervisor informed of all programmatic issues.
- Hires, trains, supervises and **evaluates** academic staff on an on-going basis.
- Conducts new employee orientation; plans and conducts formal and informal supervision.
- Trains all academic staff including substitute teachers in accordance with guidelines set by the State of Florida; provides training to staff regarding all academic needs; teaches class as required.

- Monitors teacher's training requirements and ensure license certifications are current.
- Arranges for teacher substitutions when needed; teaches class as required.
- Supervises interns.
- Ensures the accuracy of students grades and credits earned are documents.
- Conducts evaluations of department staff in collaboration with program manager

Requirements: Education and/or Experience and Technical Skills

Bachelors Degree from four-year college or university, Master's preferred.

Three to five years experience in an Educational or social Services environment preferred.

- Current Florida driver's license required.
- Knowledge of educational expectations of state and school districts is preferred.
- Knowledge of laws relating to children and families preferred.
- Proficiency in computer skills, database management and/or office software is required.

Other Requirements

- Must adhere to Agency Values and Principles.
- Must be willing to be an armor bearer for all direct supervisors.
- Maintains Christian principals within the classroom and their lives.
- Upholds the ethical standards of the Florida ethics and education act.
- Follows policies and procedures of the Agency.
- Must be willing to work evenings and weekends if required to fulfill workload requirements.
- Must be able to travel by automobile, plane, train, etc.; occasional overnight travel may be required.