

Job Description

Job Title: Director of Operations and Student Services	Division/Department: An Achievable Dream Inc./ Division of School Leadership
Reports To: Vice President of Academics, Executive Director, Director of Middle School Education	
Overtime Status: Exempt	Date Written: March 15, 2021

PURPOSE: The purpose of this position is to supervise the implementation and enforcement of the An Achievable Dream (AAD, Inc.) culture and Social, Academic, and Moral Education. The scope of the position includes supervision of the AAD, Inc. staff members at the An Achievable Dream Academy at Fairfield Middle School and interaction and collaboration with students, parents, community members, school administration, and the personnel of Henrico County Public Schools.

ESSENTIAL DUTIES:

- Develop and manage the Social Rotation curriculum and monitor the personnel and implementation of the curriculum.
- Coordinate with the Student Enrichment Coordinator to monitor the adherence to the dress code/uniform policy by AAD, Inc. students to include the tracking system on uniform/dress code violations.
- Oversee, monitor, and document the progress of all students on academic and behavioral contracts.
- Use the Code of Student Conduct for making informed decisions regarding student discipline.
- Communicate and identify school policies relating to student behavior to students, staff, and parents.
- Assist in sustaining the AAD, Inc. culture at the Fairfield Middle School AAD Academy.
- Assist with special programming (i.e., media program and law enforcement).
- Conduct observations and evaluations (administration) on teachers/staff to ensure the expectations of the AAD, Inc. Contract Supplement are being achieved.
- Coordinate with law enforcement partners on their responsibilities for the inspections and morning program (this would include training and monitoring throughout the year).
- Manage the “What It Takes” program and coordinate with corporate partners.
- Coordinate and implement a variety of clubs for all students to expose students to an array of extra-curricular activities.
- Coordinate with feeder school principal for student participation in athletics and other extra-curricular activities.
- Recognize the importance of and foster community outreach and development with sponsors and public agencies.
- Develop, implement and monitor the annual goals set by AAD, Inc. (SOL, Literacy, Student Retention, Teacher Retention, Student Discipline, and Student Attendance).
- Involve others in the development of the Virginia Continuous School Improvement Plan (VCSIP) and make necessary modifications, and assess progress towards objectives.
- Align the school's VCSIP to the School Division's Strategic Plan.
- Coordinate with Henrico County Public Schools central office on projects such as transportation arrangements, Saturday School, intersession, instructional enhancements, technology, and human

resources.

- Oversee, with the administration, the Saturday School program.
- Develop professional development sessions and seek professional development opportunities for teachers and staff.
- Participate in special education meetings, as necessary.
- Build relationships with the families of AAD, Inc. and emphasize the importance of strong relationships with all staff members.
- Evaluate AAD, Inc. enrollment numbers and attrition rates and implement systems to prevent student withdrawals and develop intervention strategies to prevent deselection.
- Coordinate all field trips to ensure all students in all grades are receiving a vast array of experiences.
- Operate the school bookstore to include maintaining accurate inventory and submitting purchase orders when needed.
- Oversee student recruitment for the middle school program.
- Assist with managing and monitoring the budget.
- Demonstrate punctuality by meeting deadlines.
- Perform any other related duties as assigned by the Vice President of Academics and Executive Director.

EXPERIENCES AND SKILLS: Ability to work tirelessly to fuse program initiatives with public school initiatives without conflicts in schedule or philosophy. Interpersonal and communication skills are required in working with students, parents, staff, administrators, donors, and board members. Excellent leadership, strategic abilities, and communication skills. Ability to establish and maintain effective working relationships with Henrico County Public School personnel, parents/guardians, the community, and administrative staff

MINIMUM REQUIREMENTS: Master's degree and three years experience as a teacher, administrator, or supervisor. A post-graduate professional certificate with principalship endorsement. Must possess extensive knowledge of the curriculum and instructional program, including content and methodologies. Organizational skills are required to plan, implement, and evaluate the school program and lead the teaching and support staff in achieving the school's goals. Supervisory skills include staff assignment, monitoring staff development, and evaluating staff effectiveness. Highly developed communications skills are required for contact with community members, parents, students, teachers, and central office administration, or any equivalent combination of experience and training which would provide the required knowledge, skills, and abilities.

This position must meet all of the essential elements required by Henrico County Public Schools per the job functions assessment.