

An Achievable Dream Job Description

Job Title: Director of Operations and Student Services – Virginia Beach (Middle and High)

Reports To: Senior Director in Virginia Beach and Executive Director

Coordinates With: An Achievable Dream Middle and High at Lynnhaven Principal and Assistant Principals

Date: October 2021

Job Description Summary: (Purpose and Scope)

The purpose of this position is to assist the An Achievable Dream, Inc. administration and An Achievable Dream Middle and High School Principal and Assistant Principals with the implementation and maintenance of the An Achievable Dream culture. The scope of the position includes interaction and collaboration with students in grades 6-12, parents, community members and school administration.

Expectation For All Employees:

Staff supports the organization's mission and vision, and aligns with the core values: Belief, Equity, Whatever It Takes, Partnerships, Relationships, Continuous Improvement, Systemic Impact, and Organizational Integrity.

Essential Duties and Responsibilities:

- Monitor the adherence to the dress code/uniform policy by An Achievable Dream students.
- Monitor the adherence to the attendance policy by An Achievable Dream students to include a tracking system on absences.
- Initiate and document progress of all students on academic, discipline and behavioral contracts.
- Coordinate attendance, behavioral, and academic meetings with the Assistant Principal and the Student Response Team (SRT) chair.
- Collaborate with the school administration to implement the extended learning program (Summer Intersession, Extended Day and Saturday School programs).
- Coordinate field trips to ensure all students in grades 6-12 are receiving a vast array of experiences.
- Document enrollment numbers and withdrawal/deselection forms on a monthly basis. Conduct family exit interviews as needed.
- Monitor the adherence of the staff contract with An Achievable Dream Academy.
- Coordinate and assist with operation of the student bookstore.
- Develop and implement the “What It Takes” program.
- Develop and implement after school club activities with the Student and Program Success Coordinator, Dean of Students and the Student Activities Coordinator.
- Complete weekly and monthly reports highlighting student and program success.
- Assist with the recruitment of families and students through recruitment meetings and VBCPS staff meetings.

- Perform any other related duties as assigned by the Vice President of Academics, Executive Director or Senior Director of Virginia Beach for AADA.

Qualifications:

- 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 thinking and organizational skills.
- Must possess the ability to establish effective partnerships with community agencies/businesses and provide program planning.

Education and Experience:

Position requires a Master's degree.

General Information:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Licenses/Certifications:

None required

Technical Skills:

- To be proficient in Microsoft Office.
- To be proficient in Google Suite including Drive, Docs, Sheets, and Slides.

Working Conditions:

- Work is normally performed in a typical interior/office work environment.
- Involves various travel situations (schools, home visits, etc.)

Physical Effort:

- No or very limited physical effort required.

Environmental Conditions:

- No or very limited exposure to physical risk.

Salary Range: \$65,000 - \$68,000, plus benefits

To Apply: Visit achievabledream.org/employment