

YORK ADAMS ACADEMY
JOB DESCRIPTION

TITLE: DIRECTOR

CONTRACT: Annual

TERM: 200 days per year, 7.5 hours per day

EMPLOYEE STATUS: Full time, professional, certificated position

ROLE RELATIONSHIP: This position is a line administrative position directly responsible for the supervision and evaluation of all personnel assigned to York Adams Academy. The position includes responsibility for the programs, services, and activities conducted within the school. The Director is responsible to and reports directly to the Superintendent of Record.

DUTIES AND RESPONSIBILITIES:

1. Provide educational leadership to insure that the programs and services offered to students meet rigid standards of quality.
2. Develop and administer a program of personnel administration to insure that the best available personnel are employed and assigned to maximize the benefits of their background, certification, and expertise.
3. Administer the policies of the Board of School Directors and the directives of the Superintendent of Record as they apply to the operation of the high school.
4. Develop a system of student relations that is fair, friendly, and supportive.
5. Manage the business operations of the high school within budgetary limitations and directions of the Business Office.
6. Establish and operate a system of community relations and communications to maintain support for the school's programs and services.
7. Research and prepare timely reports as requested or required by the Board, Superintendent of Record, and other appropriate agencies and communicate program, material, and staff needs to the Superintendent of Record.
8. Work with the staff to coordinate the purchase, use, and storage of supplies and materials and study future program needs.
9. Coordinate school programs and activities including commencement, staff development initiatives, and monthly weather and emergency drills.
10. Develop and present an annual program review and summary to member districts.
11. Coordinate the teaching duties of the staff.
12. Coordinate and supervise the student Work Coop Program.
13. Serve as liaison with the superintendents of the member districts to develop programs, procedures, activities and services, and address the needs of York Adams Academy.
14. Attend meetings of the York Adams Academy Board of Directors.

15. Perform other tasks reasonably related to the operation of York Adams Academy as assigned by the Superintendent of Record.
16. Consult with teachers and counselors on a regular basis to monitor student academic progress and performance, attendance, and behavior, and take appropriate action as is required.
17. Coordinate and administer the school's entry-testing program in accordance with Board policy and interpret and communicate test results.
18. Process all student enrollment materials and coordinate the orientation of newly enrolled students
 - a. Check applications for necessary information.
 - b. Check for possible learning difficulties.
 - c. Review the transcript from the sending school and develop the student's educational plan to determine what credits have been earned and what credits need to be completed to satisfy graduation requirements.
 - d. Schedule an orientation with new students to discuss school rules and expectations and graduation requirements.
 - e. Schedule a starting date and assign the student to a teacher and session.
19. Maintain the necessary records and forms for each student.
20. Assist with post high school counseling, prepare student transcripts and write letters of recommendation for the Armed Forces, post high school educational programs, and employers.
21. Counsel students relative to course selection and enrollment and make adjustments to their "Educational Plans" as may be required to meet the ability levels and other needs of the individual student.
22. Supervise and coordinate the alternative opportunities a student has to earn credit in physical education.
23. Provide counseling services to students to aid them with their personal and social adjustment, educational achievement, occupational/career planning, and overall daily functioning.
24. Serve as a resource person and student advocate in meetings and conferences.
25. Assist in the evaluation of the program offerings on an annual basis including recommended course and/or credit revisions.
26. Assist in the development of new curriculum and/or programs.
27. Communicate with schools and agencies to insure that they have a clear understanding of York Adams Academy's mission and program and that we receive from them the necessary information and services to assist our students.
28. Assist with the "Graduate Survey" and conduct follow-up studies, research, and evaluation necessary to strengthen the school program for all students.
29. Perform other tasks reasonably related to counseling and support services of students as assigned by administrative personnel.

QUALIFICATIONS:

1. Must hold a Secondary School Principal's certificate by the Pennsylvania Department of Education.
2. A combination of experience or education necessary to acquire the skills needed to successfully fulfill the responsibilities.
3. A high degree of leadership and human relations skills.

APPLICATION PROCESS:

Submit the following documents via email to Dr. Michael Snell, Superintendent of Record, (msnell@cysd.k12.pa.us):

Letter of Interest

Resume

References

PA Standard Teaching Application

Copy of PA Teaching Certification

Copy of Current Clearances (Less than 1 year old)

Act 114-FBI Fingerprinting and Criminal History

Act 34-PA State Police Criminal History

Act 151-Child Abuse