

Academic Director

Role

Serves as the school's instructional program leader, overseeing curriculum design, assessment systems, and teacher development to ensure academic excellence and alignment with state standards.

Authority Level

Leader in curriculum design and implementation, assessment strategy, instructional frameworks, and teacher development. Provides schoolwide leadership for academic planning and collaborates closely with instructional leadership and the School Administrator.

Responsibilities

The Academic Director serves as the instructional and curricular leader of ALA, reporting directly to the School Administrator. This role is responsible for ensuring that the school's curriculum, assessment systems, and instructional practices are aligned with Arizona State Standards and support high levels of student achievement. The Academic Director plays a vital role in driving continuous improvement in teaching and learning across all grade levels.

- **Curriculum Leadership and Alignment**
 - Lead the selection, adoption, and implementation of instructional materials aligned to Arizona State Standards and national benchmarks
 - Develop and manage schoolwide scope and sequence documents, pacing guides, and instructional frameworks
 - Conduct research and analysis to identify curriculum gaps and improve instructional alignment
 - Collaborate with instructional teams to revise curriculum based on student needs and performance data
- **Assessment and Data Management**
 - Oversee the administration of all state and internal assessments, ensuring compliance with testing regulations and timelines
 - Manage student achievement data collection and reporting for school improvement planning
 - Ensure assessment tools are valid, standards-aligned, and effectively measure student learning outcomes
 - Train teachers to use data to inform instruction, identify trends, and drive intervention efforts
- **Professional Development and Instructional Support**

- Design and lead professional development aligned with school goals, instructional priorities, and teacher growth needs
- Collaborate with the Instructional Coach to support classroom instruction, lesson design, and coaching cycles
- Provide teachers with curriculum-aligned resources and planning tools for differentiated instruction
- Facilitate instructional walkthroughs and curriculum review meetings to promote instructional excellence
- **Academic Planning and Collaboration**
 - Partner with the School Administrator on schoolwide academic goal-setting, curriculum initiatives, and instructional strategies
 - Support charter compliance in academic areas, including program evaluation and Governing Board reporting
 - Participate in leadership team meetings to inform decisions around interventions, instructional staffing, and academic support services
 - Collaborate with school leadership to ensure alignment across grade levels and content areas
- **Instructional Coaching Responsibilities – Year 1**

As the Instructional Coach position will not be filled until Year 2 of school operations, the Academic Director will assume full responsibility for instructional coaching during the first year. This includes providing teacher support, leading professional development, and overseeing instructional quality and alignment across classrooms. The Academic Director will also be responsible for facilitating a smooth and strategic transition of these responsibilities to the Instructional Coach in Year 2, ensuring continuity and consistency with ALA’s instructional vision and academic goals.

Reporting Structure

- **Reports To:** School Administrator
- **Supervises:** Instructional Coach, Instructional Tutors, Humanities teachers, and STEM teachers
- **Provides Input To:** Governing Board (via academic performance reports and data shared by the School Administrator)

Academic Director – Minimum Qualifications

(One Position)

Education

Bachelor's degree or higher in Educational Leadership, Curriculum & Instruction, Elementary Education, Early Childhood Education, or a related field

Valid Fingerprint Clearance Card

Valid CPR/First Aid Certification

Experience

Minimum 3 years of full-time PK–12 teaching experience in a public, charter, or private school and at least 2 years in instructional leadership (e.g., Curriculum Coordinator, Instructional Coach, Department Chair, or Assistant Principal)

Critical Skills

Instructional Leadership

- Expertise in Arizona Academic Standards and instructional design models
- Mastery of instructional leadership strategies, including teacher coaching, classroom observation, and schoolwide instructional improvement
- Capacity to apply project-based, inquiry-driven, and standards-based learning approaches within a cohesive instructional framework

Curriculum Development

- Proficiency in curriculum mapping, pacing guide development, and scope and sequence design
- Analytical skill in evaluating curriculum effectiveness using student data and teacher input
- Knowledge of curriculum quality evaluation tools and evidence-based material selection (e.g., EdReports, WWC)

Assessment & Data Use

- Competence in designing and managing multi-tiered assessment systems
- Strong data literacy in administering and interpreting standardized assessments (e.g., AASA, AZELLA, MOWR)
- Ability to lead collaborative data analysis, monitor subgroup performance, and guide instructional adjustments

Professional Development

- Skill in developing and executing strategic professional development plans aligned to instructional priorities

- Facilitation expertise in curriculum implementation, data-driven instruction, Science of Reading, inclusive practices, and UDL
- Competence in leading PLCs, coaching cycles, and tracking instructional implementation

Specialized Services & Inclusion

- Deep understanding of MTSS structures, IEP/504 implementation, and English Language Development strategies
- Ability to collaborate across roles to ensure curriculum access for all learners
- Strategic capacity to integrate subgroup performance trends into instructional planning and staff development

Systems Oversight & Strategic Planning

- Knowledge of academic budgeting principles and resource allocation for curriculum, PD, and technology
- Skill in evaluating vendor performance, platform alignment, and grant program effectiveness
- Proficiency in academic data system use (e.g., SIS dashboards), and in aligning instructional interventions with data insights

Personnel Leadership

- Capacity to support instructional staffing decisions through screening, mentoring, and onboarding
- Coaching skill in non-evaluative teacher development and individualized growth plan facilitation
- Ability to build instructional leadership capacity through ongoing training and support structures

Soft Skills

- Strategic thinker with strong organizational, analytical, and leadership skills
- High-level communication skills for engaging teachers, families, boards, and state agencies
- Committed to collaboration, equity, and the school's mission of holistic student success