

TROY School

Position: DIRECTOR OF EDUCATION

POSITION DESCRIPTION

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. TROY School provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

DUTIES

- The Director of Education is responsible for leading academic innovation and vision for TROY School, managing the school's teaching, transportation and operations staff.
- Serves as the key communications manager between/among staff, students, families, Executive Director and the Board of Directors as requested.
- Carries out, reviews and maintains compliance with established school policies and the requirements of the Indiana Dept. of Education.
- Serves as a liaison to the Executive Director, keeping him/her informed on all aspects of the school's operation.
- Provides leadership in shaping the school's educational programs while upholding and advancing the mission of the TROY School.
- Has direct supervision over and responsibly provides direction to faculty and staff, including all teachers, behavior specialists, and all other educational support staff, to ensure that school policies are followed.
- Plans and carries out staff meetings, coordinates any staff training/professional development, ensures there is adequate staff on a day-to-day basis, and may fill-in as necessary in the classroom.
- Is responsible for attracting, interviewing, hiring, retaining, developing and evaluating (as required by the Indiana Dept. of Education) properly qualified faculty and staff, as well as terminating personnel when needed.
- Fosters a culture of teamwork and collaboration among staff, parents and students by creating a trusting, collaborative, open and positive atmosphere.
- Works with Behavior Specialists and Special Education staff to develop and enforce discipline in support of the school's mission, adhering to all State guidelines and laws.
- Assists in developing a long-term, multi-year vision plan for the school's student growth by proposing relevant priorities and implementing key annual action plans.
- Ensures legal compliance with all federal, state and local regulations
- Adheres to accreditation standards at all times and procures Accreditation renewal terms.

- Compiles data and ensures all reports are submitted to maintain compliance with the Indiana Dept. of Education requirements for the School Choice Program and Indiana State Laws.
- Oversees student enrollment initiatives.

JOB REQUIREMENTS

- Organizational leadership experience with a proven record of success.
- Strong planning skills.
- Strong strategic thinking with an ability to manage multiple concurrent projects and priorities effectively
- Strong communication skills with an ability to motivate staff, families and other school stakeholders
- Knowledge of local, state and federal laws applying to private schools and freeway schools.
- A dedication to establishing and maintaining positive, respectful relationships with students, staff and families.
- At least 10 years of professional experience, preferably within the K-12 education sector
- Previous experience within a private/public/charter/freeway school is highly desirable
- Education Administration experience required
- Bachelor's Degree required, Master's Degree preferred in Education or School Administration. License must be current.
- Detail-oriented, quality and precision-focused, innovative, outcome-oriented, results-focused with strong performance daily