



## **Director of Education**

**Full Time Role:** Salaried, 46 weeks per year, 8am – 4pm M-F

### **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 accommodation 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.

The Director of Education for the TROY School is responsible for creating a successful teaching and learning environment for the students and staff members of TROY Schools. He or she will lead all building operations including students and staff members.

### **DUTIES**

- Leads academic success for students and staff members.
- Applies a clear vision for TROY School.
- Manages the school's teaching, operations and transportation staff.
- Reports to the Executive Director
- 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 staff when needed.
- Fosters a culture of teamwork and collaboration among staff, parents and students by creating a trusting, collaborative, open and positive atmosphere.
- Serves as the key communications leader among staff, students, and families.
- Carries out, reviews and maintains compliance with established school policies and the requirements of the Indiana Dept. of Education in conjunction with the Executive Director.
- Provides leadership in shaping the school's educational programs while advancing the mission of the TROY School.
- Ensures that school policies are followed and fosters a high-quality learning environment.

- Plans and carries out staff meetings, coordinates any staff training/professional development, ensures there is adequate staff coverage on a day-to-day basis, and may fill-in as necessary in the classroom or where staff is needed.
- Develops and enforces discipline in support of the school's mission, adhering to all State guidelines and laws.
- Assists the Executive Director in developing a long-term, multi-year strategic plan by proposing relevant priorities and implementing key action plans, goals and desired outcomes.
- Ensures legal compliance with all federal, state and local regulations in conjunction with the Executive Director.
- Adheres to accreditation standards at all times and procures accreditation renewal terms.
- Oversees compliance with all Indiana Dept. of Education requirements for the Choice Scholarship Program and Indiana State Laws with the Executive Director.
- Assists with student enrollment and collaborates to establish criteria, policies and procedures for selection and placement.
- Helps to establish policies and procedures, as needed, and reviews policies for updates, as needed.
- Attends board of directors' meetings when requested and/or assists Executive Director in providing written updates for the board.

The above statements are intended to describe the general nature and level of work performed by the individual assigned to this position. They are not construed as an exhaustive list of all job duties or specific tasks performed by the assigned.

### **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 and inspire staff, students, 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.
- 10 years of professional experience, preferably within the K-12 education sector is preferred.
- Previous experience within a private/public/charter school is highly desirable.
- Bachelor's Degree required, Master's Degree preferred in Education or School Administration.
- A detail-oriented, quality and precision-focused, innovative, outcome-results focused leader.