

Job Description

Title: Program Director

Reports To: Superintendent

Supervises: Assigned staff members

Evaluation: Formal Evaluation by the Superintendent

Job Summary:

To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Qualifications:

Valid Kansas Administrative licensure appropriate to specific level.

Performance Responsibilities:

1. The Program Director will ensure that the personnel requirements outlined in the grant are in place. These personnel requirements include licensed personnel, student/family communications liaison, technical support, training/professional development, assessment coordinator, data entry, and counseling services.
2. The Program Director will name and advertise the new charter school
3. The Program Director will involve as many stakeholders as possible in the decision making process during the pre-operational planning period. These stakeholders include students, parents, teachers, the charter school advisory board, the Program Director, and the District Leadership Team.
4. Once operational, the majority of decisions will be made by the Program Director to ensure building level autonomy. While making the decisions, the Program Director will always take into account the needs of all the stakeholders listed above and will involve them when possible and decisions will be based on what is best for students.
5. The management responsibilities in curriculum, staffing, special education, business and finance, reporting and school leadership would ultimately all fall to the Program Director.
6. The Program Director will recruit students for the charter school.
7. The Program Director will work with the Educational Design Group to provide staff development in the following areas:
 - The effective use of technology and multimedia in engaging students.
 - Using technology to create a global learning community with student collaboration.
 - The use of authentic assessments to encourage student ownership of learning.
 - Establishing standards based curriculum with an emphasis on a cross-curricular approach.
 - Implementation of student-directed instruction.

8. The Program Director will be responsible for implementing the “Measurable Goals/Assessment” and “Use and Reporting of Data” sections of the grant.
9. The Program Director will create and meet with an Advisory Board.
10. The Program Director will build family-school partnerships and will gauge parental satisfaction results by having parents complete an electronic satisfaction survey annually. These parental satisfaction results will be disseminated through publication in our district newsletter, on our district website, and on the HCS website. The Program Director will submit applications to present our positive results at local, state, and national conferences.
11. The Program Director will engage community partners to elicit involvement in the school and contribute to student learning by having community partners provide real world problems for students on Story Centered Curriculum teams to solve.
12. The Program Director will implement the proposed budget.
13. The Program Director will evaluate all staff using the evaluation instruments for each position that are used throughout the rest of USD 261.
14. The Program Director will make frequent reports to the Board of Education, district office, and the Advisory Board to keep the lines of communication open.
15. The Program Director will be a member of our district’s Professional Development Council which meets monthly.
16. The Program Director will complete all requirements outlined in the charter school grant.
17. Other duties as assigned.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.