



SAN LUIS OBISPO

**CLASSICAL  
ACADEMY**

## **Position: Associate Director**

### **Purpose of the Position/Job Summary:**

The Associate Director is responsible for overseeing all day-to-day aspects of fulfilling the school's mission to be a community that forges character, fosters wisdom, and nurtures a lifelong passion for learning.

### **Employee Status:**

Full time, Exempt

### **Job Structure:**

This is a 12-month, salaried position.

### **Qualifications and Core Competencies:**

- Advanced degree in a field related to the functions of the position
- 10+ years educational experience
- 4+ years in educational leadership
- Experience with supervising and mentoring direct reports preferred
- Experience with guiding the professional learning of educators preferred
- Familiarity with the classical model of education
- A dynamic educator with experience as a school administrator, preferably in a classical school setting
- Decisive, creative leadership complemented appropriately with the ability to administer and manage
- Demonstrated professional behavior, including discretion, judgment and integrity, particularly in challenging educational leadership situations
- The ideal candidate will be a model of servant-leadership while partnering with all members of Team SLOCA to fulfill the mission of the school
- Strong verbal and written communication skills, nurtured by both curiosity and conviction
- Strong interpersonal skills and demonstrated experience with the ability to communicate effectively, and respectfully with all constituents, including faculty, staff, administration, parents, students, board members, and community contacts
- Ability to supervise, evaluate, and mentor faculty members in ways relevant to this commitment
- Demonstrated ability to independently and appropriately set and follow through on priorities

- ❑ A personality that engages others in the school community and its vision for the future
- ❑ Will be a student and supporter of the school's hybrid model, acknowledging the integral role of parental involvement in the fulfillment of our mission
- ❑ Will support and uphold the school's unique makeup as non-sectarian and accessible to families from various backgrounds and beliefs
- ❑ A willingness to learn about and support passionately the mission of SLO Classical Academy
- ❑ Strength in working with people of all sorts and ages; customer service oriented
- ❑ Service oriented; a team player
- ❑ Ability to foster and maintain a high level of morale between employees, volunteers, and SLOCA families
- ❑ Hold a mindset of growth and willingness to learn
- ❑ Ability to communicate effectively and efficiently, both verbally and in writing
- ❑ Personal standard of excellence; highly organized; attention to detail and accuracy; flexible & adaptable
- ❑ Strong problem assessment and problem solving skills
- ❑ Ability to carry out duties as described below
- ❑ All prospective employees must be able to clear a background check and tb screening

### **Physical Demands**

Able to lift minimum of 20 pounds on a limited basis. Able to sit at a desk for long periods of time. Able to work irregular hours if needed for meetings, etc.

### **SLOCA's Vision of and for an Employee**

Highly desirable employees at SLO Classical Academy are those that are: passionate about classical education and children, committed to personal and professional growth and development, effective and loyal team players, creative thinkers, in full support of our core values and interested in the health and growth of SLO Classical Academy.

### **Primary Working Relationships within School Staff:**

- ❑ The Associate Director reports to the Visionary Executive Director
- ❑ The Associate Director oversees:
  - ❑ Little Wonders Director
  - ❑ High School Director
  - ❑ Admissions Director
  - ❑ Dean of Students
  - ❑ Athletics Director
  - ❑ Lead Teaching Team
  - ❑ Curricula team

- ❑ All teachers, with primary responsibility for grammar school teachers (grades 1-8)

## Duties & Responsibilities

- ❑ Responsible for the implementation of SLOCA's mission and vision via oversight of day-to-day operation of the school in conjunction with the Lead Team; directs the activities of the members of the school instructional team; prepares a master class schedule that takes into account the various needs of the school community and assigns teachers and students to classes
- ❑ Ensure quality, successful educational program and quality staff
- ❑ Oversee continuation of excellence and creativity in our specific classical model
- ❑ Oversee and develop all employees directly serving the school's mission and all educational programs and ensure they are equipped for success
- ❑ Develop a more full teacher training model, with goal of becoming a training facility
- ❑ Oversee and mentor lead teachers (leadership development)
- ❑ Provide a culture where all community members are valued and thrive
- ❑ Oversight of accreditation process
- ❑ Ensure compliance with all local, state and national rules and regulations for private schools.
- ❑ Manage budgets related to areas of oversight
- ❑ Set the tone for the school day through the leading of morning meetings
- ❑ Responsible for overseeing the overall development and management of the programs, including curriculum, discipline, parent education, and supervision and mentoring of teachers
- ❑ Focus on the educational, social, and psychological needs of all members of the school community and work with Lead Team and Lead Teachers on developing and sustaining plans for meeting those needs
- ❑ Supervises all staff whose work directly contributes to the furthering of the mission of SLO Classical Academy
- ❑ Conduct regular Team SLOCA meetings which will continually focus and support staff in the daily work of fulfilling the school's mission
- ❑ In conjunction with the Lead Teaching team, orchestrate program for the orientation of new teachers and for continued professional development
- ❑ In partnership with the Lead Teachers, serve as a consultant to teachers in matters of classroom management, pedagogy, communication with parents, and general school procedures
- ❑ In partnership with the Lead Teachers, the Associate Director observes, supervises, and helps evaluate faculty, taking into account curriculum implementation, teaching process, and student progress
- ❑ Actively involved in faculty and staff interviews; conducting performance evaluations for direct supervisees
- ❑ Supervises all programs of the school (academic, athletic, ethical, and other extracurricular programs); monitors curriculum, assessing, grading, and reporting to parents; ensuring that all efforts remain in harmony with the mission of the school
- ❑ Assist in the admission process for the testing, interviewing and evaluating of applicants for enrollment

- ❑ In conjunction with the Admissions team and Assistant to the Associate Director, oversee and ensure the proper procurement, storage, maintenance, and dispensing of student records
- ❑ Communicate with the parent community through written forms as well as public presentation
- ❑ Serve as the public face and champion the school, maintaining a visible presence in all areas of the school and communicating effectively with students, parents, teachers, fellow Lead Team members, professional colleagues beyond the school, and community supporters
- ❑ In collaboration with the Lead Team, be an active presence in all areas of the school; work toward a resolution of all problems - both routine and unique - as they arise; keep the Visionary Director and Board of Directors informed of the general programs, activities, and challenges of the school

### **Shared responsibilities as Lead Team Member**

- ❑ With excellence & grace, the Associate Director will share the following responsibilities with the Lead Team:
  - ❑ Maintenance of School Culture - work to lead by example with staff, teachers, parents, and kids
  - ❑ Care of Families - be watchful for families/students that need care
  - ❑ Finances - take responsibility for the budget as related to areas of oversight
  - ❑ Supervision of School Facilities/Safety - assist with the responsibility for the safety of students and employee on campus and the care of our facility
  - ❑ Be aware of people on campus and what students are doing when out of office.
  - ❑ Meeting of legal requirements - is aware of and complies with the law related to job description
  - ❑ Development, supervision and assessment of staff
  - ❑ Mandatory reporting of child abuse
  - ❑ Planning and Organizing - Develops accurate and realistic plans & goals, demonstrates clear evidence that projects are complete; anticipates unplanned events and adjusts accordingly; uses daily time management tools efficiently; effectively prioritizes work to be performed with a proper sense of urgency and importance; pays attention to detail/deadlines; ability to move forward on a daily basis
  - ❑ Communication and Interpersonal Effectiveness - Willingness to listen and constructively acknowledge other's views; conducts effective meetings; writes clear and concise reports/memos; ability to delegate responsibility in a clear, concise and consistent manner; keeps all parties informed in a timely and efficient manner; develops good working relationships with staff, students and parents
  - ❑ Teamwork - Treats others with respect; promotes favorable team dynamics, harmony and constructive working relationships; actively participates and "adds-value" to meetings; builds collaborative relationships (win-win solutions); projects and maintains a positive attitude; enhances others value and self-esteem, works to encourage those around him/her
  - ❑ Innovation and Analytical Thinking - Within the boundaries of our mission statement and core values, challenges paradigms; evaluates multiple solutions; brings the ideas of others to the

team; looks beyond the obvious and doesn't stop at first answers; uses initiative and innovation in problem-solving

- ❑ Quality of Work - Defines and articulates job area goals and objectives clearly; follows-up on assigned deliverables; learns from results; willingness to accept responsibility
- ❑ Event attendance - employee will work to attend all parent trainings, faculty and staff meetings, all-school events and fundraisers
  
- ❑ SLOCA team member
  - ❑ Uphold and exemplify SLOCA's mission, vision and goals during interactions with the SLOCA community members and the greater community
  - ❑ Provide excellent customer experience by creating a culture that is friendly and responsive
  - ❑ Develop relationships with families, students and staff
  - ❑ Contribute to excellent hospitality experience for all current and potential stakeholders
  - ❑ Attend certain events that serve to build trusting relationships with parents and staff
  - ❑ Attend Team SLOCA meetings, on average of 2x/month during the school year, and leadership meetings, on average 2x/month