

# SABA Academy seeking K-8 Director for the 2016-2017 Academic Year

## Objective

Responsible for the operation and instructional leadership, training and supervision of staff, setting instructional objectives, and working to build rapport with K-8 teachers, parents and students. The Director is also responsible for assisting teachers in identifying objectives for performance improvement for the school year.

## Responsibilities

- Serve as the Department head for all academics within grades K-8.
- Explain and remind teachers of all protocols established within the various handbooks alongside the administrative assistant.
- Assist administrative assistant with the weekly newsletter.
- Assist to find government provided resources for private schools, such as for special education students, and other programs.
- Alongside principal and directors, enforce dress code for students, teachers and staff.
- Act as the main supervisor and communicator for teachers in the K-8 setup.
- Define all academic expectations clearly between the K-8 teachers and parents and ensure these expectations are clearly stated within appropriate handbooks.
- Make sure grades and report cards are up to date.
- Explain projects and special educational programs, like science fairs, very clearly and collaborate with other directors as needed to carry out these programs.
- Conduct assessments and communicate with teachers to conduct assessments when required as outlined in the handbook.
- Support K-8 teachers in any area necessary.
- Assist K-8 teachers with classroom management and any areas of concern.
- Conduct formal and informal evaluations and identify strengths and weaknesses that teachers can work with to develop skills till the next evaluation.
- Assist with behavior issues within grades K-8
- Communicate regularly with Principal and provide weekly written reports as requested by the Principal.
- Help teachers coordinate field trips for K-8.
- Help administrative assistant coordinate any substitute teacher needs for K-8.
- Assist K-8 teachers with developing and maintaining lesson plans (roadmap, monthly, unit, bi-unit)
- Work with Islamic Department to help teachers align all academics with Islam.
- Conduct Standardized testing.
- Facilitate staff meetings as required.
- Assume responsibility for all K-8 academic programs throughout the year (can work with other directors and associates for help).
- Act as a designee upon request for the duration that the principal is not available for decision making.