

## Director of Academics / Trainer - Job Description

Frazier Preparatory Academy  
3711 W. Douglas  
Chicago, IL 60623 (773)-521-1303

The Director of Academics serves as the instructional specialist for all areas of the curriculum and facilitator for all academic programs for the Charter School. We are seeking a Director of Academics for Frazier Preparatory Academy who has a passion for innovative educational solutions and a drive to make a difference in the students' lives. The Director of Academics will monitor curriculum implementation and instruction to ensure excellence in teaching that supports student achievement. Special emphasis will be made to ensure a high quality ongoing professional development program is implemented in a manner that contributes to the development of highly effective teachers. This position reports to the Accel Schools, Regional Vice President.

### **Responsibilities**

- Provide training for teachers in all curricular areas
- Provide leadership and fully participate in a school culture that focuses on student and adult learning
- Ensure the fidelity of the approved school model with respect to the instructional schedule, curriculum, grouping practices, use of technology, and professional development for teachers
- Provide continuous and targeted professional development that directly supports the school curriculum and instruction that ensures achievement of the school's mission and academic standards
- Model effective instructional practices, including the delivery of instruction, effective use of research based teaching strategies, implementation of flexible groupings and tiered interventions to improve student achievement
- Provide teachers with quality feedback, professional development, and coaching based on their individual needs
- Use multiple sources of data collection to analyze gaps in student achievement and to develop action plans that inform instruction and accelerate student achievement
- Lead data meetings to drive instructional changes and validate achievement
- Provide oversight and direction to the Accel Schools short cycle assessment model
- Maintain current inventory of instructional and curriculum resources and order supplies and materials needed to provide fidelity to the Accel Schools instructional model
- Organize instructional resources in an effective manner to support learning activities in the classroom, at the grade level, school, and community
- Provide leadership as a member of the School Improvement Team
- Facilitate the implementation of the Frazier Preparatory assessment plan
- Responsible for coordination, implementation and reporting of state and district testing
- Evaluate instructional and non-instructional staff using authorizer approved evaluation instruments
- Provide oversight to the Frazier Preparatory Academy plan for academic improvement
- Ensure alignment of after school and Saturday school tutoring programs to academic improvement program

## **General**

- Maintain a valid teaching certificate and continue to develop knowledge and skills through various forms of professional development
- Maintain a valid Illinois Type 75 administrative certificate
- Use technology resources to enhance teaching and learning
- Maintain open communication with the Head of School and Accel Schools Regional Vice President
- Attend professional development and scheduled meetings as requested
- Identify key areas and methods of communication with teachers concerning instructional practices
- Experience with the implementation of NWEA as required by the school authorizer
- Act as an advocate for the school at various events
- Respond to e-mail and voicemail in a timely manner
- Maintain a positive working relationship with faculty, staff, board members, parents, students, authorizer, and community

## **Qualifications**

Valid teaching certificate / license

Valid Illinois Type 75 administrative certificate

Three or more years of teaching experience including supervision

Demonstrated knowledge of data driven instruction

Two or more years of experience implementing the NWEA assessment program