



EMPLOYEE JOB DESCRIPTION

JOB TITLE:	Head of School
DEPARTMENT:	Education Program
CLASSIFICATION: Exempt /Nonexempt	FLSA Exempt
REPORTS TO:	Chief Operating Officer
SUPERVISORY RESPONSIBILITY:	Oversees all elementary education
POSITION TYPE AND EXPECTED HOURS OF WORK	Full time: some evenings, weekends required
REVIEWED/REVISED DATE:	May 2019

REQUIRED EDUCATION:
Master's Degree in Education or related field

REQUIRED CERTIFICATIONS:
Certification in Educational Leadership FLDOE Educator's Certificate

REQUIRED WORK EXPERIENCE:
Three years Administrative experience in a school setting with familiarity to managing hybrid academic services Ten years' experience in Elementary Education and knowledge of accreditation entities

PREFERRED QUALIFICATIONS:
Experience in both public and private academic settings Experience in grant administration

JOB SUMMARY/PURPOSE (1325 Character Max):
The Head of School will be responsible for managing and developing the day-to-day operations and managing faculty and staff of the Elementary School.



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ESSENTIAL JOB FUNCTIONS

ESSENTIAL JOB FUNCTION (1): EDUCATION

- Provide direction and oversight for the Elementary School
- Manage and supervise innovative academic and enrichment programs
- Assist in developing school policies, academic initiatives, enrichment programs, as well as out of school components
- Manage and supervise accreditation guidelines and mandates
- Ensure compliance with county, state, and federal regulations including accreditation and USDA Food Program requirements
- Oversee the admissions and enrollment process of the Education Program
- Manage the onboarding of new staff
- Hire, supervise, and evaluate staff using written performance plans
- Oversee and manage budget for Education Department
- Recommend personnel actions to Chief Operating Officer
- Manage curricula, instructional delivery, and assessments
- Participate in the development of new programs for families and children
- Develop and maintain collaborations and partnerships with community agencies for optimum delivery of educational services
- Support the development and maintenance of all learning environments, including health and safety requirements
- Conduct tours for visitors, families, and other stakeholders
- Represent the Center in the community
- Work collaboratively with the Director of Development to oversee volunteer program
- Manage staff vacation calendar and time-off requests
- Assist in implementing and overseeing applicable grants, contracts, budgets, deliverables, etc.
- Manage parent relations and other learning community affiliations
- Ensure that Florida Department of Education staff certification requirements are met
- Manage MAPS and other assessments Portals
- Ensure FLDOE Standards are met and/or exceeded
- Manage Title I, Title II Part A Programs, attend meetings/trainings, and facilitate PD initiatives
- Attend School Board Meetings/Trainings
- Support Educational Consultants (Learn It Systems) and other service facilities
- Research, manage, and maintain state-of-the-art curricula and academic modalities
- Provide oversight for the ESE program in concert with BCPS Private Schools Office
- Participate in the development and machination of the Center's Strategic Plan



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ESSENTIAL JOB FUNCTION (2): PROFESSIONAL DEVELOPMENT
<ul style="list-style-type: none"> ● Develop and implement a comprehensive Professional Development program for Elementary Education faculty and staff ● Collaborate with Chief Operating Officer to plan and direct staff training days, work days, and other Professional Development initiatives ● Set goals for Professional Development as an integral component of the Center’s Strategic and School Improvement Plans
ESSENTIAL JOB FUNCTION (3): RESEARCH AND CONTRACTS
<ul style="list-style-type: none"> ● Participate in grant and proposal writing that support the Center’s programs ● Coordinate research, evaluation and documentation of the Center’s programs including staff and students ● Develop and compile documentation for initiatives as well as program outcomes ● Research and implement accreditation for education programs ● Research and develop Elementary School Programming for grades Kindergarten through Grade 5

MARGINAL JOB FUNCTIONS

MARGINAL JOB FUNCTION:
<ul style="list-style-type: none"> ● Assist in planning and executing research and other special projects ● Participate in Development activities and fundraisers ● Attend and/or facilitate conferences and workshops

ADA CRITERIA

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME	HOURS/DURATION AT A TIME	DISTANCE	WEIGHT
Standing	Remaining on one’s feet in an upright position at a workstation without moving about	O	1-3	N/A	N/A
Sitting	Remaining in a seated position	C	5-8	N/A	N/A
Walking	To move about on foot or traverse work area	F	3-5	N/A	N/A
Pushing/Pulling	May include office drawers, carts	F	N/A	N/A	N/A
Lifting	Raising or lowering an object from one level to another	O	N/A	N/A	N/A
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder	O	N/A	N/A	N/A



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PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels	O
Kneeling	To bear weight on one or both knees	O
Crawling	To move freely on hands and knees	O
Bending/Stooping	To bend the head and shoulder, or the body, forwards and downward from an erect position; may also include side or backward bending of the spine	F
Climb Stair	To go up or ascend, by using the hands and feet or feet only	F
Climb ladder	To go up or ascend, by using the hands and feet or feet only	O
Driving	Operate a motorized vehicle	O
Reaching Overhead	To touch or grasp by extending a part of the body such as a hand	F
Hand: Grasping	To seize and hold one or more objects in one's hand(s); to work with the hands in placing/turning motions	C
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately	F
Hearing	Ability to distinguish between different tones in person and through electronic devices, and understand meaning of words associated with them; to comprehend language	F
Speaking/Talking	Ability to express or communicated by voice words and ideas to others	C
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas	C
Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols	C
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors	C



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WORK ENVIRONMENT AND TRAVEL

ENVIRONMENTAL CONDITIONS: Job requires exposure to the following:	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Blood and/or fluids	0
Latex	0
Extreme noise (interferes with normal conversation)	0
Wet or humid conditions (non-weather)	0
Extreme heat (non-weather)	n/a
Extreme cold (non-weather)	n/a
Hazardous waste	n/a
Fumes or airborne particles	n/a
Toxic or caustic chemicals	n/a
Risk of radiation	n/a
Risk of electrical shock	n/a
Work near moving mechanical parts	n/a
Vibration	n/a
Work in high, precarious places	n/a
Grease or oil	n/a
Outdoor weather conditions	0

EEO STATEMENT

Jack & Jill Children's Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran's status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



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This job description has been approved by all levels of management:

Manager/Director _____ HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____