



**JACK & JILL
CENTER**

JOB TITLE:	Academic Support Manager
DEPARTMENT:	Madelaine Halmos Academy
CLASSIFICATION: Exempt /Nonexempt	FLSA Exempt
REPORTS TO:	Principal
SUPERVISORY RESPONSIBILITY:	The Academic Support Manager, under the direction of the School Principal, assumes responsibilities in administration of the school curriculum and instructional programs, professional development, guidance and evaluation of staff, and general administrative and operational functions.
POSITION TYPE AND EXPECTED HOURS OF WORK	Full time, 12 months: some evenings, weekends required
REVIEWED/REVISED DATE:	January 2022

REQUIRED EDUCATION:
Master’s Degree in Education, School Administration, or related field

REQUIRED CERTIFICATIONS:
FLDOE Certification in Educational Leadership FLDOE Educator’s Certificate Elementary DCF Background Clearance, CPR/First Aid for Infant through Adult, Transportation Clearance

REQUIRED WORK EXPERIENCE:
Five (5) or more years of successful teaching experience (Elementary experience preferred) Two (2) or more years of leadership experience in the school setting

PREFERRED QUALIFICATIONS:
Certification in Curriculum and Instruction or three (3) years experience working with curriculum and assessment Elementary private or public school experience preferred Experience with STEM, arts integration, SEL, project-based learning, and Multiple Intelligences theory Cultural competence and experience with diverse learning communities Knowledge and comfort level with educational technology and applications. Experience with Google platform Experience in grant administration Ability to work collaboratively as well as independently and prioritize correctly under time restraints and pressure

JOB SUMMARY/PURPOSE (1325 Character Max):
The Academic Support Manager will work under the leadership of and in partnership with the school Principal to improve the instructional outcomes and operations of the school, provide leadership and support for the school’s team members, support programming partnerships, engage with families and the school community and assist with overseeing the before and after care programs, enrichment events and summer and school break camps.



ESSENTIAL JOB FUNCTIONS

ESSENTIAL JOB FUNCTION (1): Academic and Instructional Support

- Assist the Principal in overall administration of the school.
- In the absence of the school Principal, oversee instructional activities and operations within the school environment.
- Assist the principal in the design and implementation of programs, based on current philosophies, curriculum, and research, to meet the specific needs of the school and its students
- Demonstrate relentless commitment to academic achievement of all students.
- Participate in school-level activities to design and support educational philosophy and goals which maximize student growth.
- Assist in the development of schedules and calendars which maximizes the educational program for students and utilizes organizational resources to their greatest advantage.
- Support a thriving school culture aligned with the organization’s mission
- Support all aspects of learning, instruction and assessment to ensure student achievement.
- Key partner in creating horizontal alignment across all subjects and integration of arts and STEM
- Assist with supervision of innovative academic and enrichment programs, partnerships, and events. Work closely with the Enrichment Manager to promote STEAM Focused activities and events for the school community.
- Assist with the development of school policies, academic initiatives, and enrichment programs
- Assist with management of accreditation and licensing guidelines and mandates and compliance with county, state, and federal regulations
- Manage curricula, instructional delivery, and assessments
- Participate in the development of new programs for families and children
- Support collaborations and partnerships with community agencies for optimum delivery of educational services
- Support the development and maintenance of learning environments, including health and safety requirements
- Assist with tours for visitors, families, and other stakeholders
- Assist in implementing and managing applicable grants, contracts, budgets, deliverables, etc.
- Participate in building parent relations and other learning community affiliations
- Support Educational Consultants and other service providers
- Other responsibilities and duties as assigned
- Frequent walking, sitting, bending, stooping, lifting up to 30 pounds and reaching overhead required

ESSENTIAL JOB FUNCTION (2): PROFESSIONAL DEVELOPMENT

- Support teachers in developing collaborative environments focused on student outcomes
- Assist with the implementation of a comprehensive Professional Development program for Elementary Education faculty and staff
- Assist teachers with resources, materials, tools, information, etc. to support classroom instruction and planning, including new resources
- Model lessons in classrooms under direction of the Principal

ESSENTIAL JOB FUNCTION (3): RESEARCH, ASSESSMENT AND CONTRACTS

- Assist with monitoring student achievement and growth to adjust curriculum, schedules, and teacher professional development



- Assist with grant and proposal writing that support the organization's elementary programs
- Document and collect data for academic and programmatic activity to be used for reports, presentations, marketing, etc. Create and organize data and documentation as needed for required program outcomes.
- Keep current on best practices and evidence-based interventions

MARGINAL JOB FUNCTIONS

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- Assist in planning and executing research and other special projects
- Participate in Development activities and fundraisers
- Attend and/or facilitate conferences and workshops

Jack & Jill 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 & Jill Center 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.

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 _____