

School: Cardinal Community Academy  
Job Title: Director  
Category: Full Time  
Work Year: 2012-2013 School Year and Beyond

#### Job Description:

Cardinal Community Academy is seeking a Director. This position is responsible for providing strong, decisive, energetic leadership to all levels of the school, and is charged with overall organizational operation and leadership within the boundaries established by the Board of Directors. The Director is responsible for upholding the vision and mission of the school. The role of the Director is one of a visionary leader who maintains open lines of communications on campus and in the community and who generates confidence by being trustworthy, accessible and visible. The Director is the primary link between the school and the Board of Directors and is the person responsible for assuring a positive work environment with a team orientation. This position reports to the Board of Directors and serves as a non-voting member of that Board.

#### School Overview:

Cardinal Community Academy is a K-8 Charter School located in rural Keenesburg, Colorado in southeast Weld County. CCA is dedicated to providing a high quality education utilizing the Core Knowledge sequence. While we are a small school with a current enrollment of 166 and a maximum enrollment of 196, we are looking for big results for our students!

#### Qualifications:

Bachelor's degree required, Master's preferred.  
Class D license required.  
A minimum of 4 years teaching experience in a K-8 environment.  
Proactive problem solver and strategic thinker.  
Balances the overall vision for the school with the day to day operations of the school.  
Team player  
Excellent communicator both verbally and in writing  
Curriculum development experience preferable with Core Knowledge  
Demonstrates knowledge of school law.  
Demonstrates an ability to build relationships with a variety of populations  
Demonstrated commitment to accountability requirements and strategic planning.  
Commitment to character development

#### Primary Responsibilities:

Hire, lead and manage dynamic staff and faculty team to deliver exceptional results for all students.

Create an effective, collaborative team of people jointly responsible for the attainment of school goals and committed to achieving excellence.

Set ambitious school goals for student achievement and performance; hold staff members accountable for achieving results.

Create, maintain, and update whole school, grade level and teacher, staff and student academic and assessment records and reports.

Oversee Teacher implementation of curriculum.

Observe and evaluate teachers in categories that correspond to instructional expectations

Participates in professional development activities as applicable to the Director position particularly in the areas of leadership, curriculum and school law.

Foster a safe, just and welcoming school climate that supports both student and staff success and promotes the schools mission.

Manage student behavior and oversee all disciplinary actions.

Stays current in and demonstrates comprehensive knowledge of effective, research based practices to improve student achievement.

Promote a culture of continuously improving teaching practice through professional development, collaboration, modeling, and collaborative planning amongst the faculty and staff.

Manage all operations at the school site, ensure fiscal solvency, and oversee the school facility.

Communicates with the school board with regard to but not limited to goals, student progress, school needs, and any impact of new legislation.