

MCA JOB DESCRIPTIONS

Lower School Director

Overview

Under the direction of the Headmaster, the Lower School Director is responsible for the daily flow of Millennium Charter Academy's lower school, grades K-5. The Director creates and maintains a safe, healthy and supportive culture for lower school students and staff. Furthermore, this individual understands and unwaveringly supports classical education, especially as expressed by the philosophy, mission, vision, and goals upon which this academy is founded and is committed to the pursuit of transcendent, knowable and objective truth, goodness, and beauty.

Qualifications

- Possesses at least a BA or BS, preferably in elementary education
- Preferably has a MA or doctorate in education administration
- Has elementary teaching experience
- Preferably has a North Carolina teaching license
- Deeply understands and commits to the Academy's mission, vision, goals, and philosophy
- Consistently pursues personal growth, intellectual and moral
- Reads widely and possesses a broad background of knowledge
- Exhibits a strong grasp of classical curriculum and pedagogy
- Organizes and manages people and materials well and in a timely fashion
- Develops strong relationships with students and staff
- Exhibits a professional demeanor
- Speaks and writes well
- Communicates clearly, kindly, and frequently with students and staff
- Understands well the emotional, mental, and social needs of students
- Displays strong teamwork skills
- Takes initiative
- Understands and practices discipline, as well as leadership, by principle
- Works collaboratively with colleagues and parents and caregivers
- Exhibits exemplary ethics and high moral character
- Generates ideas and solutions while holding a clear vision
- Thoughtfully decisive

Duties and Responsibilities

1. Advance the school's mission and vision.
2. Collaborate with and support the headmaster in a variety of tasks.
3. In concert with the headmaster, plan and deliver professional development.
4. In concert with the headmaster, observe and evaluate professional staff.
5. In concert with the Upper School Director, maintain a seamless continuum of education K-12
6. Participate in prospective teacher interviews
7. Seek out and provide academic resources for teachers
8. Aid teachers in curriculum planning
9. Maintain and communicate high academic and personal expectations for all students
10. Promote the character development of all students
11. Be the first line of response to lower school disciplinary needs
12. Contact parents regarding student issues
13. Stay abreast of children's literature and support teachers in literature selections
14. Help establish a culture in which students learn to respect others, take responsibility for their own actions, and exercise leadership
15. Advise faculty on ways to foster character development in students and to handle discipline
16. Counsel students in ways that resolve issues and that encourage ethical and behavioral growth
17. Involve the headmaster in all situations, as necessary.