

AFSA is seeking an **Interim Director of Curriculum, Instruction, and Assessment** to begin in January 2018 and ending June 12, 2018. This is a new position.

EDUCATION AND EXPERIENCE:

Required Qualifications

Effective experience with coaching and evaluating staff
Demonstrated success in a charter school leadership position
Commitment to school mission
Excellent communication skills

Preferred Qualifications

Hold or be eligible for MN Principal license
Master's degree preferred
Employee supervision experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Uses a variety of data to identify necessary change initiatives.
- Demonstrates ability in fiscal planning and school operations.
- Knowledgeable of curriculum, instruction and assessment.
- Works enthusiastically with students, staff, parents and community
- Dedicated to continuous professional development.
- Maintains confidentiality and possesses unquestionable integrity
- Possesses strong communication and organizational skills
- Demonstrates interpersonal and conflict resolution skills in dealing with staff, students and parents.
- Takes initiative
- Prioritizes multiple tasks, work under stress, meet deadlines and take direction.
- Performs general operations, which require exercise of judgment, based on knowledge gained through experience.
- Performs duties with awareness of all state and federal laws, district requirements and School Board policies.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Collaborate with administrative team to carry out the philosophy, vision, mission, strategic plan and policies of the Academy for Sciences & Agriculture.
 - Maximize the established policies, procedures, and routines to build a culture that is safe, orderly and enhances student, faculty and staff to engage in meaningful and productive work
 - Use classroom visits and interactions to reinforce the outcomes that support the overall purpose of the school
 - Seek out additional resources and funds to help maximize outcomes for all students
 - Develop policies and procedures to improve the instructional process.

Observe and evaluate teaching staff

Make recommendations to the Executive Director relating to the employment of teaching staff

Assist with the development and implementation of the Performance Based Staff Evaluation process

Assist with the development of Staff Professional Improvement Plans

Plan and coordinate professional development to support teaching goals and needs.

Serve as District Assessment Coordinator

Facilitate all district and state required assessments

- Develop testing calendar
- Assists with development of formative assessment measures
- Create system for collecting and analyzing data for recommended program changes.

- Serves as lead administrator for special programs
 - Coordinates and provides accountability reports for all Title programs
 - Represents administrative team at Q-Comp leadership meetings
 - Develop and implement policies and procedures for gifted and talented educational programming.
 - Evaluates and reports on authorizer goals.

- Directs and provides leadership for curriculum resource needs.
 - Plan and coordinate professional development as it applies to the curricular needs of AFSA, including;
 - Integration of FFA and SAEs as a required part of the school
 - Using Data to inform curriculum changes
 - Differentiation, assessment and design methodologies
 - Executive Functioning and Career Readiness
 - Technology Integration
 - Other areas as designated
 - Oversee budget for educational supplies and equipment

- Manage curriculum revision and adoption process
 - Monitor delivery of curriculum
 - Plan, develop, implement and evaluate curriculum changes
 - Review curriculum mapping and implementation of state standards
 - Keep informed on the latest trends and best practices for teaching and learning
 - Oversee selection of textbooks and curriculum materials

- Use community relationships to engage all stakeholders in family and community involvement initiatives.
- Recognize, reward and celebrate school and individual accomplishments and acknowledge failures.
- Attend Board of Education meetings, presentation nights and conferences.
- Other duties as assigned.

SUPERVISION:

- Reports to Executive Director
- Position to start in January 2018.
- Interim position ends June 12, 2018.
- Salary negotiable and dependent on qualifications and experience.

TO APPLY:

Send Letter of Application, Resume, Copy of Transcripts, MN Licensure (if any) and list of three Professional References to bmeyer@afsashighschool.com

Candidates selected for interviews will be required to provide three recent professional letters of reference.

Position open until filled.

Mission Statement

The Academy for Sciences & Agriculture engages learners in academically rigorous, student-centered learning experiences and leadership opportunities within a science and agricultural context.

Our focus is on the development of life-long learners who have high skill levels, care for others, and are prepared to thrive in a diverse, global, and changing society. Family involvement, community support and partnerships with agribusiness and educational organizations will be emphasized.

The Academy provides a nurturing environment that:

- Prepares students for post-secondary education;
- Develops, evaluates and continuously improves student learning experiences;
- Integrates projects into the curriculum;
- Meets individual needs;
- Clearly defines high expectations for student performance; and
- Respects differences.

Vision

Preparing Students for Careers in the Science, Business and Technology of Agriculture.