



MCA JOB DESCRIPTIONS

Upper School Director

Overview

Under the direction of the Headmaster, the Upper School Director is responsible for the daily flow of Millennium Charter Academy's Upper School, grades 6-12. The Director creates and maintains a safe, healthy and supportive culture for upper school students and staff. Furthermore, this individual has a classical worldview, a deep understanding of classical liberal arts education, a solid commitment to the pursuit of transcendent and immanent truth, goodness, and beauty, and an unwavering support of the Academy's mission, vision, and philosophy.

Qualifications

- Possesses a BA or BS, and teaching experience
- Deeply understands classical education 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
- Makes firm and thoughtful decisions

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. Observe and evaluate professional staff.
5. In concert with the Lower 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. Coordinate Beginning Teacher Support Program
10. Build upper school schedules for teachers and students
11. Edit and disseminate report cards, grades 6-12
12. Maintain and communicate high academic and personal expectations for all students
13. Promote the character development of all students
14. Respond to Upper School disciplinary needs
15. Contact parents regarding student issues
16. Oversee advisory program
17. Help establish a culture in which students learn to respect others, take responsibility for their own actions, and exercise leadership
18. Advise faculty on ways to foster character development in students and to handle discipline
19. Counsel students in ways that resolve issues and that encourage ethical and behavioral growth
20. Involve the headmaster in all situations, as necessary.