

# Otwell Miller Academy

~9958 E CR 150 N Otwell, IN 47564~

## Director (9030)

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### JOB POSTING

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#### **Job Details**

Title

**Director 9030**

Posting ID

Description

**DIRECTOR**

Otwell Miller Academy

**Salary:** Commensurate with Administrative Agreement

**Job Summary:** The role of the Director is to serve as a “leader of learning” who collaborates with building administrators, staff, and students to foster a safe, caring, and supportive school learning community. The Director ensures a rigorous curricula, and supports evidence-based instructional practices and effective assessment strategies in a continuous cycle of improvement that result in high levels of learning for all students.

#### **Qualifications:**

Minimum qualifications:

- Valid Indiana teaching certificate
- Master’s degree in Educational Leadership, Instruction, or related field

#### **Preferred qualifications:**

- Valid Indiana administrative certificate
- Minimum of 5 years classroom teaching experience
- Successful experience as a principal intern, assistant principal, or teacher leader
- Demonstrated results with raising achievement for all students

#### **Skills/Knowledge:**

- Legal, ethical, and professional best practices
- Effective relationships and communication verbally and in writing, with many different stakeholders (e.g., students, families, staff members, and the broader community)
- Foster and maintain equitable and inclusive learning and working environments for students, families, and employees
- Effective use of technology in the service of teaching and learning
- Positive Behavior Intervention Systems
- Utilization of student and school performance data to improve student achievement
- Effective practices in curriculum, instruction, and assessment for all student populations
- Curriculum alignment strategies to ensure focus and coherence within and across grade levels

#### **Essential Job Functions:**

- Support implementation of best teaching practices in support of student achievement; observe classrooms regularly and provide meaningful feedback to teachers
- Maintain a clear focus on individualized student learning that is guided by relevant and timely data
- Create a safe learning environment that promotes equity and high learning expectations for all
- Utilize evaluation as a tool to demonstrate commitment to continuous improvement of instruction
- Optimize learning for all students by ensuring a guaranteed and viable curriculum
- Support the leadership of the School Success Team and school improvement process

- Model effective instructional leadership, high expectations for students and staff, and focus on continuous learning
- Establish and sustain a professional culture of high expectations for both academics and behavior
- Assist with design and implement job-embedded professional learning
- Assist in the organization and scheduling of classes and extracurricular activities
- Organize and schedule time in alignment with instructional goals
- Promote shared leadership and collaboration opportunities that focus on effective teaching practices
- Support systems and processes to build a culture of collaboration, understanding, inclusion, and mutual respect
- Engage parents and families in support of their students' learning at school and at home
- Respond to stakeholder concerns in a timely and professional manner
- Assist in maintaining discipline throughout the student body during school hours, on buses, and at athletic and special events
- Maintain consistent and reliable attendance
- Perform other related duties as assigned

**Dispositions:**

- High expectations for self and others and a belief that all students can learn at high levels
- Commitment to continuous improvement, using relevant data, and providing/receiving actionable feedback
- Resilience in the face of challenges and an orientation toward solutions
- Confidence to lead with humility, authenticity, transparency, and personal responsibility

**Physical Requirements:**

While performing the duties of this job, the employee is required to stand, walk, sit, use handsto finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust/focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Work Environment:**

The noise level in the work environment is usually loud to moderate. Work may be performed indoors and/or outdoors. The employee is directly responsible for the safety, well-being and work output of students.

**Mental Functions:**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

**Evaluation:**

In accordance with the Administrative Agreement.

**Terms of Employment:**

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

*Otwell Miller Academy does not discriminate on the basis of race, color, national origin, religion, age, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, genetic information, or any other legally prohibited basis in its employment decisions or the provision of services.*

Shift Type  
Salary Range  
Location

**Full-Time**  
**Salaried**  
**Otwell Miller Academy**