

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 deep understanding of classical liberal arts education, a solid commitment to the pursuit of transcendent, universal, and knowable truth, goodness, and beauty, and an unwavering support of the Academy's mission, vision, and philosophy.

Qualifications

- Possesses a North Carolina license, at least a BA or BS, and teaching experience
- 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 Lower School Director, maintain a seamless continuum of education K-12
6. Advocate for students, faculty, and parents
7. Participate in prospective teacher interviews
8. Seek out and provide academic resources for teachers
9. Aid teachers in curriculum planning
10. Collect data and file required government reports in an accurate and timely manner
11. Review and disaggregate test scores
12. Coordinate Beginning Teacher Support Program
13. Work with the Upward Bound Director to lead the Challenge Center in grades 6-12
14. Build all schedules for teachers and students
15. Edit grades 6-12 report cards and disseminate report cards in grades 3-12
16. Maintain and communicate high academic and personal expectations for upper school students
17. Promote the character development of all students

18. Be the first line of response to upper school disciplinary needs
19. Contact parents regarding student issues
20. Oversee advisory program
21. Help establish a culture in which students learn to respect others, take responsibility for their own actions, and exercise leadership
22. Advise faculty on ways to foster character development in students and to handle discipline
23. Counsel students in ways that resolve issues and that encourage ethical and behavioral growth
24. Involve the headmaster in all situations, as necessary