

**Title:** High School Director

**Location:** Faith, NC

**Description:** Under the direction of the Board of Directors, the High School Director performs as an instructional leader ensuring alignment of the mission and vision of the academy by managing, evaluating, and supervising effective and clear procedures consistent with the philosophy, mission, values, and goals of the organization including instructional programs, outdoor activities, and discipline systems. Responsible for development, instructional leadership and execution of school culture, staff development, student rigor, safe campus, and operational responsibilities.

**Primary Responsibilities:**

- Supports teaching staff in the execution of the mission and vision of Faith Academy Charter High School.
- Establishes and maintains an effective learning environment in the school.
- Manages the high school budget.
- Submits budgetary request and works with the Contracted Finance Provider to monitor expenditure of funds.
- Enforces school's policies and procedures.
- Maintains active relationships with parents and students.
- Provide support to improve staff performance (e.g. observations, consultations, meetings, etc.)
- Schedule classes within established guidelines to meet student needs.
- Assist in the development, revision, and evaluation of curriculum.
- Approve the purchase of supplies and equipment for staff.
- Works with the guidance program to enhance individual student education and development.
- Works with the guidance counselor to develop relationships with UNC System colleges and other secondary institutions
- Maintains high standards of student and staff conduct and enforces discipline when necessary.
- Supports proper student conduct and maintains student discipline.
- Attends special events held to recognize student achievement and attends school sponsored activities, presentations of learning, functions and athletic events.
- Assumes responsibility for own professional growth.
- Supervises and evaluates all full-time teaching staff in High School.
- Assists in recruiting, screening, hiring, training, assigning, and evaluating the High school's professional staff.
- Approves the High school teaching schedule and any special assignments.
- Evaluates and counsels High school staff members regarding their individual and group performance.
- Makes arrangements for special conferences between parents and teachers.
- Planning and supervising fire drills and emergency preparedness program.
- Assists in the development and implementation of the school's strategic plan.
- Responds to written and oral requests for information.
- Prepares a monthly report of High School Operations for the Board of Directors
- Prepares new hire recommendations according to Board Policy
- Works with the schools' operational support services vendors to ensure operational systems function as intended.
- Monitors student achievement data and assist teachers with data driven instruction
- Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs.
- Trains and evaluates Project Based Learning initiatives throughout the high school
- Monitor graduation rate
- Uphold graduation standards and monitor transcripts to ensure all standards are met

**Knowledge, Abilities and Skills:**

- Ability to effectively use a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- Ability to supervise people
- Ability to work effectively as a team member and independently with staff, students and parents.
- Ability to use a computer and a student records management database.
- Extensive understanding of Project Based Learning curriculum
- Excellent oral and written communication skills with the ability to speak effectively to both large and small groups.
- Excellent relational skills with the ability to establish good relationships with many different types of individuals and groups.
- Experience in providing classroom support and supervision to teachers.
- Experience in providing instruction related professional development training.
- Ability to pass extensive background check and drug screening

**Benefits:** Retirement Match  
NC State Health Plan  
Ancillary Benefit Options

**Requirements:** Education and credentials:

Master's degree from an accredited college or university.  
Have acquired state certification in school administration from any US state.  
Three years of classroom teaching or educational administration experience (or a combination of both).  
Ability to pass extensive background check and drug screening

**Start Date:** As early as March 2023

**Salary:** Commensurate with experience

**Contact Name:** Cory Draughon, CEO – Charter Success Partners

**Contact Email:** [cory@chartersuccesspartners.com](mailto:cory@chartersuccesspartners.com)

**Contact Phone:** 919-479-1442