

Cornerstone Academy Preparatory School

Academic Director

Mission

Cornerstone Academy Preparatory School prepares scholars in kindergarten through grade six to excel in college preparatory secondary schools and beyond. Cornerstone Academy provides a structured, rigorous education emphasizing literacy and mathematics that lays the foundation for academic success.

Position Summary

The Academic Director will be the instructional leader of the school and will support all aspects of teaching and learning. This will include developing curriculum, managing assessments and the strategic use of data, observing teachers on a frequent basis, modeling instructional methods and techniques, and planning and implementing professional development. The Academic Director will be responsible for direct oversight of the instructional teachers and support staff, and will report to the Executive Director. In the event of the Executive Director's absence, the Academic Director will assume the duties and responsibilities of the Executive Director.

Qualifications and Experience

- Minimum of Bachelor's degree (Master's Degree preferred) with 2-5 years of urban teaching experience
- Training or relevant experience in teacher management and leadership
- Demonstrates significant academic gains in low income urban demographics, as indicated by objective assessments
- Passionate and completely dedicated to Cornerstone Academy's mission and a steadfast belief that all students deserve an excellent public education in preparation for high school and college
- Unwavering belief that all students, regardless of demographics, can achieve at the highest academic levels
- Focus on the use of frequent assessment and data to measure academic progress and inform professional development and strategic plan for academic outcomes
- Exemplary classroom management skills as indicated by the ability to create an ordered and focused classroom environment
- Manager of an urban classroom that used discipline, structure, procedures, routines, incentives and high expectations to create a positive culture
- Proven ability to work collaboratively with a diverse team of teachers
- Experience with developing standards-based curriculum
- Ability to effectively set and communicate goals for teachers to achieve
- Ability to give constructive feedback on issues that will facilitate growth and achievement of both students and teachers

Cornerstone Academy is actively seeking to build a diverse and experienced team of educators. We do not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.

- Professional demeanor, strong work-ethic, detail-driven work style with excellent organizational skills
- Ability to prioritize, multi-task, and lead by example
- Ambitious and interested in growing as an educational leader
- An entrepreneurial spirit, who embraces the opportunity for creativity and hard work inherent in a newly developed school
- Experience with teacher recruitment and/or hiring highly preferred
- Experience working with English Language Learners highly preferred

Responsibilities

Whole School Responsibilities

- Communicates regularly with the Executive Director regarding student achievement, curriculum development, professional development, staff evaluations, and the budgetary needs for each
- Creates a culture of high academic and behavioral expectations
- Works with Executive Director to plan and implement summer orientation for staff
- Oversees parental outreach regarding student academic performance and student behavior

Staff Development Responsibilities

- Oversees professional development activities
- Coordinates teacher recruitment and assist Executive Director in hiring process for all instructional and support staff
- Seeks and shares best practices from other schools and professional journals
- Observes instructional staff daily
- Leads regular, school-wide staff meetings
- Provides daily coaching and feedback to instructional staff

Instructional Responsibilities

- Serves as instructional leader and oversees curriculum development and assessment
- Implements effective internal assessment systems and uses data to inform decisions
- Implements external assessment systems and uses data to inform decisions
- Ensures curriculum alignment with California Common Core State Standards
- Sets and monitors core subject grading policies and practices to ensure consistency across the school
- Leads Town Hall Meetings
- Ensures that every student demonstrates academic gains

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