

School Administrator / Lead Teacher

REPORTS TO: Director of Programs

EMPLOYMENT CLASSIFICATION: Full-time. Exempt.

PURPOSE OF POSITION:

To lead The Joy House Academy in maintaining and expanding our on-campus school that provides our children with individualized education leading to an exceptional educational program. Inherent in the position are the responsibilities for scheduling, curriculum development, personnel management, student behavioral management, emergency procedures, maintaining accreditation, and facility operations and upkeep.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Oversees The Joy House Academy staff – recruits, hires sets expectations, develops, and manages/evaluates teachers and para pros.
2. Serves as lead teacher in class room and main facilitator.
3. Monitors progress of each student, and ensures IEPs are adjusted as needed – ensures students and teachers are accomplishing their goals and progressing.
4. Collaborates with our residential staff around the treatment plan for each student/resident.
 - a. Includes monthly meeting with treatment team for each of 3 homes. These monthly meetings occur in three different weeks currently.
 - b. Includes regular communication with treatment team regarding residents, sometimes this communication is after school hours if dealing with a sensitive issue. Many of these communications are handled via text or email.
5. Will handle all correspondence with parents regarding academic concerns. This will also include scheduling medical appointments that happen during school day.
6. Coordinates The Joy House Academy program and calendar with The Joy House residential program.
7. Periodically reviews curriculum options available and makes selections based on the needs of the children.
8. Works in tandem with Executive Director in sharing the The Joy House Academy story to potential funding sources, community, professional colleagues, and potential staff.
9. Engages Christians (in Jasper Area) who possess unique gifts and talents in teaching and/or exposing our students to special interest areas.
10. Manages facilities and their upkeep – from cleanliness and safety viewpoint.
11. Selects testing/evaluation tools and administers the testing/evaluation process to ensure appropriate curriculum selection for every child.
12. Handles all matters related to accreditation.
13. Spiritual leader of school and staff.
14. Other duties as assigned by the Executive Director.

QUALITIES:

1. Evangelical Christian who, in word and deed, lives out his/her relationship with Christ and is an active member of good standing in a local church.
2. Passion for walking with God.
3. Passion for helping children to develop their God-given potential; must understand and support the importance of individualized education, the unique challenges of The Joy House population of children.
4. Model the “love of learning” and the “love of teaching”.
5. History of passion and giftedness for teaching others.
6. Natural giftedness and history of shepherding others.
7. Astute manager with entrepreneurial vision who leads and inspires by example.
8. Dynamic leadership style – able to inspire staff to inspire children and overcome barriers for the benefit of our children.
9. Excellent communicator – ability to translate The Joy House Academy vision, values, mission, goals, and philosophy into appropriate forms and language.
10. “Out-of-the-box” thinker – not enthralled with traditional educational approaches, but creative in approach to develop children’s giftedness, critical thinking skills, etc.
11. Excellent character, health, and emotional stability.
12. Cultivator of good relational skills.
13. Self-motivated and able to multi-task and prioritize effectively.
14. Team player, highly approachable and collaborative.
15. Good business and educational acumen.
16. Flexible.

REQUIREMENTS:

The following years are not meant to be absolutes, but rather are intended to ensure a certain level of responsibility, maturity, and longevity in role modeling. The following skills and leadership experiences are important:

1. Masters degree required
2. Current Georgia Professional Teaching certificate
3. At least 4 years combined teaching and administrative experience.
4. 3 years experience in special needs, mental health, or counseling are preferred.
OR
3 years leadership as a curriculum or grade level Department Head.
OR
Experience as a small/special needs school headmaster or assistant headmaster.
5. At least 3 years managing people/direct reports.