



## **Director of Academic Excellence**

The Director of Academic Excellence is a crucial leader for improving student achievement across grades 6-12. The role of the Director of Academic Excellence is to implement CITY Center's academic framework, build teacher capacity for understanding and integrating the framework through innovative and effective teaching strategies, complete teacher observations and provide regular coaching, collect and analyze student success data, and work collaboratively with the principals and the Director of Professional Learning to design and deliver professional learning programs for all teachers and staff aligned with the academic framework.

The Director of Academic Excellence is a learner and change agent who models continuous improvement to ensure all students have access to best practices. The DAE provides leadership and vision of CITY Center's curriculum development, the College and Career Readiness program, assessment, data, and research.

The DAE is a proven teacher, collaborator, and leader with a strong knowledge of all or most of project-based learning, culturally responsive practices, universal design for learning, literacy integration, social-emotional learning, and competency-based learning.

## **AREAS OF RESPONSIBILITY**

### **Academic Excellence**

- Ensure student success by leading the instructional programs of the schools. This includes supporting all teachers in developing and implementing the academic framework by designing meaningful professional learning experiences, observing classroom instruction, initiating and facilitating coaching conversations, and tracking student improvement and success data
- Work collaboratively with the principals and Director of Professional Learning to develop a curriculum with competencies aligned to the Portrait of a Graduate
- Develop positive and supportive relationships with classroom teachers and staff
- Support teachers in analyzing assessment data and student work for the purpose of planning instruction that targets the identified needs of all students

- Collaborate with school leadership across CCCL to plan, implement, and assess school change initiatives to ensure alignment with and focus on instructional and cultural priorities and to monitor transfer of practice from professional learning into action
- Collaborate with the Professional Learning Center to design and facilitate engaging and relevant professional learning experiences guided by adult learning theory, aligned to district instructional priorities, and informed by implementation data
- Collaborate with the leadership team to plan and implement individual school improvement goals and the CCCL Strategic Plan, including personalized professional learning plans for each teacher
- Serve as an exemplary model of the CCCL's Core Values

### **Culture of Wellness and Belonging**

- Work closely with school leadership teams to create a warm and welcoming school environment for all students, staff, and families aligned with DEI initiatives
- Work closely with school leadership teams to develop improved teacher retention practices
- Support classroom teachers and advisors on Tier 1 strategies which remove barriers to student learning and success.
- Develop professional and positive relationships with staff, students, families, and community partners
- Onboard new staff thoughtfully and deliberately so they feel connected, informed, and valued
- Ensure all teaching practices are conducted in an inclusive, student-centered environment in accordance with the law and all ADE compliance requirements

### **Community Impact**

- Work closely with teachers to connect the school culture, curriculum, and student learning experience to the community through regular expeditions, field trips, intersessions, and community days; through the regular use of community experts and partners in the teaching and learning process; and through other place-based learning activities.

- Support teachers to showcase student learning through Gateways, Portfolios, Student-led Conferences, the Pennington Street Showcase, student performances, and school-based demonstrations of learning to parent and community audiences
- Work closely with the leadership team to develop new opportunities for students to connect with the community, including the development of pathways for students to demonstrate mastery for skills developed outside of school
- Expand community partnerships to explore new opportunities for connection and learning
- Support CCCL's professional learning and community outreach efforts

### **Operations and Sustainability**

- Follow all business office procedures and complete all business office documents accurately and in a timely manner in accordance with business office policies
- Work closely with the Director of Finance and the Director of Professional Learning to understand and follow the department budget
- Support the principal as they create the annual master schedule for instructional programs, ensuring sequential learning experiences for students which are in compliance with ADE and ASBCS and consistent with the school's philosophy, mission, and instructional goals.
- Promote the Arizona tax credit campaign, grant opportunities, development efforts, and other fundraising activities
- Support the school leadership teams as they promote the school and host regular high quality tours and shadow days to encourage full enrollment