



Job title	AGLA Executive Director
Reports to	Chief Executive Officer
Description Reviewed:	
Exempt Status: <input checked="" type="checkbox"/> _Y <input type="checkbox"/> _N	Position Status <input checked="" type="checkbox"/> _FT <input type="checkbox"/> _PT <input type="checkbox"/> _IC*

Position purpose

The Executive Director is the daily leader of Aveson Global Leadership Academy. The Executive Director ensures that the curriculum is implemented in order to maximize student-learning experiences. The Executive Director reports directly to the Chief Executive Officer and s/he is responsible for the orderly, daily operation of the Charter School and the supervision of the teachers and staff at AGLA.

Duties/Responsibilities/Functions/Tasks

- Ensure the Charter School enacts its mission
- Supervise and evaluate teachers and staff
- Communicate to the Aveson Board of Directors
- Oversee Charter School finances to ensure financial stability
- Participate in and develop professional development workshops as needed
- Interview and determine employee hiring, promotion, discipline, and/or dismissal with approval of the CEO
- Ensure compliance with all applicable state and federal laws
- Communicate with parents, recruit new families and students, and assure families of academic growth
- Take responsible steps to secure full and regular attendance at the Charter School
- Complete and submit required documents as requested or required by the charter and/or Aveson Board of Directors and/or the District
- Identify the staffing needs of the Charter School and offer staff development as needed
- Maintain up-to-date school specific financial records
- Ensure that appropriate evaluation techniques are used for both students and staff
- Hire qualified substitute teachers as needed
- Ensure the security of the school building
- Promote the AGLA charter program in the community and promote positive public relations and interact effectively with media
- Encourage and support teachers with on-going professional development
- Manage student discipline, as necessary participate in the suspension and expulsion process
- Participate in special education meetings as necessary



Qualifications

- CA Administrative Services Credential
- CA Multiple Subjects Credential
- Minimum of five years teaching experience

Preferences

- Experience as a Teacher Leader or School Administrator
- Master's degree or higher in Education or a related field
- Bilingual/bicultural

Work Requirements

- This type of work will involve walking, standing or sitting for extended periods. · Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position. · Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job. · Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.