



NOW HIRING

Director of Student Success

(New Position)

The Director of Student Success works closely with the School Principal, Teaching Staff, Students, PTO and parents to ensure that each Crescent View Academy student is excelling both academically and socially. With a focus on retention of students and teachers, the DSS will be involved in the selection, training, and evaluation of teachers as well as professional development for all staff. He/she will have advanced levels of communication with parents regarding the status of grades and academic performance and will also serve as the liaison between teachers and families in determining whether any academic support services are needed. The DSS will manage teacher related processes such as daily attendance, parent communication, close outs and grade input with the goal of establishing consistency, organization, and exemplary service to our enrolled families.

In addition to on campus responsibilities, the DSS will be focused on building a network of resources outside of CVA and Colorado in order to best support our community of students. Those networks will include specialists in the areas of counseling/therapy, special education services, and organizations promoting leadership and service learning. This position is at-will, full-time and exempt.

Academic Instructional Duties and Responsibilities as determined by the School Principal may include:

- Support all teachers to provide effective instruction within a mastery learning setting
- Support all teachers to plan lessons that are in a clear and logical manner
- Post exemplary unit lesson plans, formative and summative assessments, and lessons of videos on google drive for professional awareness
- Support all teachers to post exemplary unit lesson plans, formative and summative assessments of videos on google drive
- Support and evaluate all teachers to adapt instruction based upon each individual student's understanding, aptitude, and knowledge base
- Support and evaluate all teachers around providing each student with the opportunity for active involvement and creative thinking
- Support and evaluate all teachers to continuously demonstrate mastery of subject material

- Ensure all teachers regularly communicate with parents regarding students' progress throughout each quarter course
- Ensure all teachers complete and record student progress after every teaching session and submitting it through the online student information system; and
- Ensure all teachers track student attendance at each teaching session and submitting attendance records through the student information system
- Oversee the implementation of a study hall/tutorial support program that helps all students complete their assignments at the mastery level
- When needed teach classes

Scholastic (Non-Instructional) Duties and Responsibilities as determined by the Campus Director may include:

- Work in conjunction with the School Principal during the implementation of enrollment/recruitment efforts
 - Conduct and participate in enrollment/recruitment events throughout the year that are both face-to-face and within the community sectors
 - Attend, participate, and facilitate professional development, teacher in-service, new teacher training, and staff meetings
 - Assist Principal with managing labor costs through productive scheduling practices and maximizing allotted teaching hours
 - Collaborate with instructors in writing and revising course outlines and syllabi;
 - Embrace and seek out new technology and educational tools that continuously improve quality of education
 - Support teachers and provide academic support based upon each individual student's understanding, aptitude, and knowledge base
 - Encourage each student to be an active participant in his/her learning outcomes
 - Track student progress and communicate with parents and campus staff regarding the academic challenges and successes of current students
 - Actively work with students to cultivate self-confidence, self-motivation, and a sense of accountability for their academic performance
 - Develop awareness about Crescent View Academy among community organizations, businesses and various educational institutions
 - Oversee student clubs to ensure campus meets goals related to social development for all students
 - Manage the campus tutor and develop study hall expectations for use by all part time and full time students
 - Plan, facilitate, and execute campus events and organize communication for students and families
 - Monitor and enforce teacher policies/procedures
 - Any other projects and responsibilities assigned by the School Principal
 - Help manage and grow campus clubs and student leadership opportunities
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Parent/Student Contact:

- Establish rapport and develop positive relationships with parents/guardians and students in order to recognize and support learner objectives and goals
 - Ensure teachers consistently inform parents/guardians regarding student progress using the tools and communication systems provided for this purpose
 - Provide early notification to parents of students who are struggling academic to determine what additional support is needed
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Key Relationships:

- Principal, Teachers, Admin Staff, Parents/Guardians, Students,:
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Qualifications/Background

1. BA/BS in education or content area (required) and Master's Degree in education or related field (preferred)
2. Significant experience with curriculum development and implementation
3. Strong knowledge of current research on curriculum, instruction and assessment
4. At least three years of teaching experience in multiple subject areas for grades 6-12
5. Ability to think critically, problem-solve, backwards plan, analyze and use data, and prioritize the needs of students
6. Experience managing complex projects with multiple deadlines
7. Proficiency with Microsoft Excel, PowerPoint, Word, Google Applications, and Salesforce.com
8. Strong written and oral communication skills
9. Possess a valid driver's license and reliable mode of transportation

Apply by sending your resume to principal@crescentview.org