

Vacancy Notice
Washington County Board of Education
Director of the Achievement Academy

Job title	<i>Director of the Achievement Academy</i>
Reports to	<i>Superintendent</i>
FLSA Status	<i>Non-Exempt</i>

Classification: Certified	Term of Employment: 11-month position
CPI Job Code: 614 Alternative School Director	

Job Summary

The Director of the Achievement Academy is responsible for overseeing the administration and programs of the district's alternative education initiative. This position is pivotal in fostering an educational environment that accommodates students with diverse needs, including those who may not thrive in traditional educational settings. The Director ensures that the school operates efficiently, maintains educational standards, and achieves its objectives to provide a supportive, inclusive, and adaptive educational experience.

Duties and responsibilities

- Lead the development and implementation of innovative educational programs and services that meet the needs of at-risk students
- Provide visionary leadership in all aspects of the school's operation, ensuring alignment with the overall mission and goals of the educational system
- Successfully collaborate with school Principals, administrators, and teachers to ensure student behavioral and academic performance goals are achieved
- Manage daily school activities, coordinate schedules, and oversee staff and student body to ensure a safe and productive learning environment
- Coordinate integration of learning activities for students with other schools
- Develop and manage the school's budget; oversee procurement and allocation of resources
- Implement disciplinary measures as necessary, ensuring they are fair and effective
- Develop support systems that address the academic and social-emotional needs of students, promoting a positive school culture
- Foster relationships with parents, other schools, and community organizations to support student development and school programs
- Communicate effectively with stakeholders to keep them informed and engaged in the school's progress and challenges
- Prepare and present reports on school performance, challenges, and achievements to school boards and other relevant entities
- All other duties assigned by the Superintendent

Qualifications

- Master's degree or higher
- Tier 1 Educational Leadership Certification issued by the Georgia Professional Standards Commission
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Proven ability to work effectively with at-risk youth
- Excellent oral and written communication and editing skills
- Ability to supervise, motivate and manage staff to set and achieve goals while acting as a professional mentor
- Strong analytical, problem solving, time management and organizational skills

How to Apply:

Internal candidates please send cover letter and updated resume to Human Resources Department attention Masha White or email to mwhite@washington.k12.ga.us

External candidates may apply online at www.teachgeorgia.org

Deadline to apply: Friday March 21, 2025