

## VACANCY

**TITLE: ADMINISTRATOR:** OUTLOOK STRICT DISCIPLINE ACADEMY

**CONTRACT:** 185.5 DAY CALENDAR

**REPORTS TO:** OUTLOOK SDA BOARD OF EDUCATION

**LOCATION:** OUTLOOK ACADEMY

### POSITION SUMMARY

This position is responsible for providing educational leadership and performing duties necessary for the successful delivery of educational services in a strict discipline academy. The incumbent oversees the daily operations of the Outlook Strict Discipline Academy and related services.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

*(These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA)*

- ▶ Provides leadership and supervision in the management of Outlook Strict Discipline Academy (Outlook), and all related programs to maintain a safe, orderly, and positive educational environment.
- ▶ Ensures compliance with all state and federal legislation, the Outlook Board of Education policies, the Allegan Area Educational Service Agency, and other applicable rules and regulations.
- ▶ Facilitates development and implementation of curricula and behavior supports that align with state standards and evaluates program effectiveness.
- ▶ Coordinates and facilitates the administration of state assessments according to state requirements.
- ▶ Completes and submits required state reports on time and with accuracy.
- ▶ Consults with AAESA administration, as needed, to improve instructional and behavior support services.
- ▶ Facilitates continuous improvement of Outlook programs and services through effective data collection and utilization.
- ▶ Maintains current knowledge of the legal requirements governing education and informs staff of upcoming changes.
- ▶ Recruits, hires, trains, mentors, coaches, and evaluates Outlook staff.
- ▶ Makes recommendations regarding design, equipment, furniture, or facility usage for Outlook.
- ▶ Ensures maintenance and confidentiality of records of Outlook students. Consults with staff, parents, and outside agencies regarding programs and services for students enrolled in Outlook.
- ▶ Provides staff development opportunities that incorporate the mission of the district, program evaluation outcomes, and input from the teachers.
- ▶ Facilitates school team meetings such as curriculum, school improvement, and Positive Behavioral Interventions System (PBIS).
- ▶ Implements an effective system of teacher evaluation (adopted by Outlook Board of Education) that meets Michigan legal requirements including teacher and classroom observations.
- ▶ Monitors school budget in cooperation with the Director of Finance.
- ▶ Oversees, monitors, all state and federal grant programs (i.e. Title 1).
- ▶ Collaboratively develops and oversees services in the Allegan County Youth Home, jail program, and work collaboratively with the Allegan County Family Court and associated staff (probation officers, etc.).

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- ▶ Work in collaboration with the superintendent of the charter holding authority, the Allegan Area Educational Service Agency.
- ▶ Performs other duties as directed by the Outlook Board of Education.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

#### RECOMMENDED EMPLOYMENT QUALIFICATIONS

**EDUCATION:** This position requires knowledge equivalent to that which normally would be acquired through a Master's degree (M.A.) in, Administration, Educational Leadership, or a related field; and/or equivalent combination of education and experience.

**EXPERIENCE:** This position requires a minimum of three to five years of related experience in a strict discipline academy administrative position.

**SUPERVISORY RESPONSIBILITIES:** This position has management or supervisory responsibilities. Establishes and monitors timelines or short-term goals. Supervises a small group of employees, but does not have hiring or firing authority, but makes recommendations to the Outlook Board of Education. Exercises judgment to achieve results when faced with an ambiguous situation. Exercises independent judgment within accepted school practices and guidelines.

**CERTIFICATES, LICENSES, OR REGISTRATIONS:** Michigan K-12 Administrative Certification, or the ability to obtain this Certification is required.

#### OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

*(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

#### REQUIRED:

1. Anticipates client needs and may troubleshoot highly sensitive or confidential issues. Interacts with high level contacts in multiple functional areas within the school systems, community, government or media.
2. The impact of error is limited by general supervision and might cause moderate difficulty, damage, loss or embarrassment within and outside Outlook. Error identification and correction normally involves the loss of at least one other person's time, normally that of a supervisor.
3. Duties and responsibilities require a moderate degree of analysis, reasoning, problem solving, and initiative. Work tasks provide some opportunity to leverage practical solutions, but most work is standardized.
4. Knowledge of state and federal regulations as they relate to special education, instructional pedagogy and leadership.
5. Knowledge of best practices research in the field of education and strict discipline academies.
6. Knowledge of behavior support systems and strict discipline programs.
7. Demonstrated knowledge of issues and problems in various disability areas of special education.
8. Strong oral and written communication skills.
9. Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their application, including support student information and education software and technology.
10. Strong demonstrated leadership skills with the ability to motivate and inspire others.
11. Ability to facilitate and lead conversations and meetings.

12. Ability to establish and maintain effective working relationships with students, staff, and the community.
13. Ability to communicate clearly and concisely both in oral and written form.
14. Ability to handle stress and conflict effectively.
15. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
16. Ability to write reports, business correspondence, and procedure manuals.
17. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
18. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
19. Ability to use and support student information and education software and technology.
20. Ability to organize and manage several priorities simultaneously while working under pressure and deadlines.
21. Demonstrated ability to productively manage conflict.
22. Demonstrated ability to establish and maintain effective professional boundaries with staff, students, and families.

#### PHYSICAL DEMANDS:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or materials. The employee must occasionally lift and/or move up to 65 pounds or more of files, paper, or other related equipment or supplies. There is occasional stooping, bending and reaching. Close vision is required to perform computer related tasks.

#### WORK ENVIRONMENT:

The noise level in the work environment is usually moderate to loud.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

FLSA: EXEMPT

#### APPLICATIONS:

To be considered for employment you must complete an online application. Please go to [www.alleganaesa.org](http://www.alleganaesa.org) and click on job opportunities. Applications will be screened and you will be notified if a personal interview is desired. EOE