



### **Director of Special Programs**

The Director of Special Programs will possess a strong understanding of student academic, emotional and behavioral needs, and develop systems and programs for the betterment of all students. This position requires strong communication and interpersonal skills in order to bring a wide array of resources and individuals together for the betterment of our students.

**Reports to: President and/or designee**

**Assignment: 4 Periods TBD/ 4 Periods Director of Special Programs**

#### **Primary Responsibilities Include:**

- Development and Implementation of Academic Academies
  - Responsible for all Academies programming
    - Honors Academy
    - Adventist Health - BioMedical
    - Agriculture
    - Energy
    - Engineering
  - Management of student selection and retention for program
  - Liaison between school and industry partners
- **College Preparedness**
  - PSAT and SAT training
  - College workshops for parents and students
  - Coordination of annual Christian College Fair
  - Planning, coordination and supervision of annual College Trip
- **Development and implementation of after school programs for feeder schools**
- **Summer School Coordinator**

#### **Secondary Responsibilities Include:**

- Administrative supervision with campus events and activities
- Assist with development of alternative educational models (online education/satellites)
- Assist VP of Academic Growth with support and oversight of academic extracurricular programs
- Periodic contributions to school marketing and parent outreach materials
- Assist with teacher trainings and staff development initiatives
- Other duties as assigned

#### **REQUIREMENTS:**

Statement of faith consistent with vision and mission of the school; minimum of five years secondary school experience and/or experience at a private faith based institution. Masters in education related fields are recommended.

**This is a 12 month contract.**

**Salary determined by experience (Director Range: \$65,000-128,000)**

