



MOT Charter School
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POSITION: Senior Administrator, Academy of Science & Technology

Position Overview: The Senior Administrator for MOT Charter Academy of Science & Technology holds primary accountability for meeting the educational needs of the students in grades 9-12 in the Academy of Science & Technology and for working collaboratively with the Head of School and the Senior Administrator of the Academy of Science and Technology to ensure a consistent educational program aligned with the vision and strategic objective of the MOT Charter School.

SPECIFIC PERFORMANCE EXPECTATIONS

A. Instructional Program

1. Establish high, concrete objectives for students.
2. Establish concrete goals for the Science & Technology curriculum, instruction and assessment.
3. Monitor and evaluate the effectiveness of the Science & Technology curriculum, instruction, and assessment.
4. Assist teachers with the identification of educational needs of students and develop educational strategies for meeting the needs of all students.
5. Participate in the development of the master schedule for subject and teacher assignments.
6. Ensure that the curriculum: 1) meets content standards as set by the State of Delaware; 2) is sufficient to meet the needs of students at all levels of mastery; 3) is creative and inspires learning by all types of learners; and 3) incorporates authentic learning.
7. Maintain current knowledge of research and development in the area of instruction and curriculum.
8. In conjunction with the Senior Administrator for the Academy of The Arts and the Dean of Students, develop and implement a summer school plan for students in grades 9-12.
9. Make systematic frequent visits to classrooms.
10. Ensure that all instructional decisions are data-driven.

B. Staff Supervision

1. At least two times each year, formally evaluate teacher's performance.
2. Provide guidance for teachers regarding effective classroom practice.
3. Ensure teachers have necessary materials and equipment for effective instruction.
4. Ensure teachers have necessary continuing education opportunities that directly enhance their teaching.
5. Protect instructional time from interruption.
6. Use hard work and results versus seniority as the basis for reward and recognition, systematically and fairly recognize and celebrate accomplishments of teachers.

7. Maintain personal relationships with teachers and awareness of significant personal issues/events in the lives of staff members.
8. Maintain high accessibility to teachers.
9. Develop effective means for teachers to communicate with one another.
10. Ensure that Head of School is aware of the accomplishments in grades 9-12.
11. Provide ongoing support for classroom activities (curricular design, instruction, assessment).
12. Hold primary accountability for managing and communicating with direct reports on matters such as morale, attendance, professional development.

C. Students

1. Systematically and frequently interact with students.
2. Systematically and fairly recognize and celebrate accomplishments of students.
3. Provide and enforce clear structure, rules, and procedures for students.
4. Assist teachers with the implementation of school-wide expectations resulting in all students understanding and complying with the school's standards of behavior.
5. Monitor student performance for intervention.
6. Participate in the planning and implementation of educational assemblies.
7. Lead efforts to set parameters and objectives for field trips.

D. Leadership

1. Maintain high visibility around the school.
2. Inspire teacher to accomplish things that might seem beyond their grasp.
3. Communicate a positive attitude about the ability of the staff to accomplish substantial things.
4. Promote cooperation and cohesion among staff.
5. Develop a shared vision for the school.
6. Provide and enforce clear structures, rules, and procedures for staff.
7. Communicate routines regarding the running of the school and ensure that staff understand and follow.
8. Keep informed of current research and theory regarding effective instruction.
9. Continually expose staff to cutting-edge ideas and engages staff in reading and discussions about current research and theory.
10. Continually maintain open lines of communication between and among all stakeholders.
11. Provide opportunities for staff and parents to provide input on all important decisions.
12. Provide opportunities for staff to be involved in developing school policies.
13. Consciously challenge the status quo and systematically consider new and better ways of doing things.
14. Hold and share strong professional beliefs about schools, teaching, and learning.
15. Maintain awareness of informal groups and relationships among staff and issues that have not surfaced but may create discord.
16. Direct the implementation of a home-school communication plan that will result in parents regularly receiving performance feedback specific to their child.
17. Participate in the maintenance of proper records for equipment, textbooks and other school supplies and materials.
18. Direct the content of MOT Charter's website concerning the Academy of Science & Technology.

GENERAL PERFORMANCE EXPECTATIONS

- Understand and support the vision of the MOT Charter School.
- Maintain a high degree of flexibility and adaptability to changing needs and situations.
- Balance multiple priorities and deal effectively and diplomatically with students, parents, teachers, as well as the administrative team.
- Serve as a positive role model for students and professionals alike.
- Demonstrate good communication skills and efficient work habits.
- Maintain a good working knowledge of effective educational practices and the school's objectives.
- Work cooperatively with other administrators to support the school's objectives.
- Proactively contribute to a positive school climate.
- Develop and maintain positive relations within the school community as well as those outside the school community.

Disclaimer: This description is intended to indicate the *kinds* of tasks and levels of work difficulty that will be required of this position. It is not intended to limit, or in any way to modify, the right of any supervisor to assign, direct or reassign duties and responsibilities to this job at any time. The use of particular illustration shall not be used to exclude non-listed duties of similar kind or level of difficulty.

Employee Signature

Date