



# Achievers' Center for Education

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*Achievers' Center for Education is a small Christian school, located San Antonio, Texas. It offers a unique opportunity to work with a dedicated staff and a small group of 6-12<sup>th</sup> graders with a variety of special needs, ranging from learning disabilities to moderate cognitive and developmental delays. We are blessed to have a positive, relaxed work environment and tremendous parental, congregational, and community support. For more information, please call Janet Roper at (210) 690-7328 or visit [www.achieverscenterforeducation.org](http://www.achieverscenterforeducation.org).*

*Resumes for full time employment are being accepted now. Please send resume with contact information for 4 references to [janet@uchurch.tv](mailto:janet@uchurch.tv).*

## **Principal/COO Duties and Responsibilities**

### **I. PURPOSE OF JOB**

To support the Mission Statement of the school by operating and maintaining a Christian, special needs school for students aged 6 through 12, and by administering the school's policies and procedures in a way that is consistent with the teachings of Christ and, insofar as is possible, in the best interest of each student, as well of the staff and school as a whole.

### **II. GENERAL RESPONSIBILITIES**

Duties include, but are not limited to, those specified in the individual's employment contract, and the following:

#### Report to the ACE Board of Directors:

- Provide verbal and written reports to the Board of Directors on a regular basis.
- Seek ideas and guidance from, and be accountable to, the Board of Directors and its various Committees, as appropriate.
- Attend the following meetings when requested/as needed:
  - Curriculum Committee
  - PTO Board (or send team representative) and general parent meetings
  - Facilities Committee as needed and coordinate with ACE facilities board representative and UUMC facilities representatives
  - Grant Writing/Planning
  - UUMC Staff
  - UUMC Executive Committee or any UUMC task force applicable
  - Human Resources Committee
  - Admissions and Enrollment Committee

#### Coordinate Grant Writing and Planning

### Develop Ongoing Relationships with Individual Students:

In coordination with the Admissions and Enrollment Committee:

- Develop and maintain a standard matrix of objective criteria for admission to be used with discretionary judgment as appropriate in all admission decisions.
- Determine and administer the need for major student discipline (expulsion, suspension, prolonged isolation, etc.) and associated written documentation.
- Interact frequently with students and foster a welcoming, friendly atmosphere.

### Screen and Interview Staff (Teachers, Teaching Assistant):

- In coordination with the Human Resources (HR) Committee, schedule and conduct interviews of potential hires and recommend to the school Board all new hires;
- Prepare a brief report regarding staffing needs and staff evaluations each year for review by the Board.
- Assure the maintenance of appropriate personnel files and records, in coordination with the Program Assistant.

### Support the Staff:

- Respect and encourage teachers.
- Reinforce positive, productive methods used by the teachers.
- Maintain frequent, open communication.
- Listen and respond to teachers' concerns.
- Implement teachers' suggestions as much as possible.
- Develop and provide opportunities for professional growth for the teachers.

### Provide Direction to the Staff:

- Develop and enforce, in consultation with the HR Committee, job descriptions for all staff.
- Conduct at least quarterly observations of all teachers and provide written feedback and an opportunity for response.
- In consultation with the HR Committee, and with the participation of its designee, provide each staff member a written, annual performance evaluation and a verbal assessment with opportunity for response.
- In consultation with the HR Committee and /or General Counsel where appropriate, oversee, determine and administer the need for major employee discipline (*e.g.*, written and verbal warnings; suspension; termination), and develop and maintain an appropriate system (with forms) for the issuance of verbal and written warnings.
- Address individual staff concerns privately where appropriate.

### Review and Revise Curriculum:

- In consultation with the Curriculum Committee, work with staff to develop and/or see and effectively implement curriculum of the highest quality, both academic and religious, and to develop appropriate coursework to meet the needs of a diverse group of learners.
- Be actively involved in curriculum development and ongoing curriculum assessment and updating/improvement, in consultation with Curriculum Committee.

#### Oversee Communication:

- Use multiple means of communication to keep invested persons informed (students, parents, church staff, Board of Directors) using such methods as emailing, phoning, group or 1-1 conferences.
- Develop and enforce the use of appropriate written forms.
- Meet routinely with teachers to plan, revise and evaluate the program. Set goals and objectives as a staff. Continually evaluate progress toward our central goals to support our mission statement.
- In collaboration with the Policies and Procedure Committee, develop, maintain and enforce written policies and procedures and handbooks for employees and parents/students governing school operation which provide fair notice thereof, and assure the availability and distribution thereof, as appropriate.

#### Foster Growth of the Program:

- In consultation with Strategic Planning Committee, assist in the development of, and assure compliance with, both short term (0-3 years) and long term (+3 years) plans.

#### Inform the Community about Achievers' Center for Education:

- Develop and deliver presentations within the church about the school.
- Develop and deliver presentations to community organizations.
- Work with Marketing Committee and Legal Counsel to assure appropriateness of all marketing and promotional materials.

#### Continue to Meet Accreditation Standards:

- Study newly developed ICAA requirements and outline tasks on a timeline for completion.
- Communicate requirements to staff, parents, the ACE Board, and UUMC staff in order to meet the requirements of and through programs and policies.
- In consultation with the ACE Accreditation (ICAA) Committee, work to insure the School's continued accreditation.

### **III. QUALIFICATIONS**

- The person selected for this position must be committed to Christ and His Church, with a love for children and their families; and must demonstrate a willingness and ability to maintain an appropriate level of both physical and mental/spiritual health.
- The person selected must have the desire to serve in team ministry.
- The person selected for this position must have at least a Master's Degree in Administration of a related field and must have a minimum of 4 years experience in the field of Education.
- The person must have experience with youth who have special needs.
- The person must have no significant criminal/or credit history.
- Personal qualifications for this position include the ability to interact effectively with children, staff members, and parents/sponsors; and the ability to be flexible; and the ability to effectively develop, lead, administer and evaluate school programs and staff.

### **IV. ACCOUNTABILITY**

The Chief Operation Officer will be supervised by, and generally accountable to, the ACE Board of Directors. More specifically, the Chief Operating Officer shall be accountable to the Board's various Committees as more particularly described above. An annual observation and performance evaluation will be provided and documented in writing.