

George Washington Academy
Job Description
ASSISTANT DIRECTOR - ACADEMICS/ 504 COORDINATOR

Title: Assistant Director - Academics/504 Coordinator

Department: Administration

Reports to: Executive Director

FLSA Status: Exempt

Salary Schedule: Assistant Director

Reviewed: 4/15/25

Position Summary:

Ensure an effective academic learning environment for all students consistent with GWA's vision and philosophy. Develop and support the creative and effective implementation of educational best practices. Ensure compliance with all federal and state accountability requirements with regards to academics and assessment, act as a personnel development specialist through training and mentoring teachers in assessment analysis, and coordinated training and scheduling for special assessments and programs such as but not limited to: RISE, Acadience, ELL/WIDA, and DLM. Serve as a member of the Administrative Team (Director, Assistant Director(s), Administrative Services Director). Serve as Chair of the Curriculum Committee. Assist in the overall administration of the school and assume leadership of the school in the absence of the Executive Director.

Qualifications:

- Master's Degree in Education with Educational Leadership emphasis or K-12 Administrative License
- Minimum of three years of full-time teaching experience
- Ability to work collaboratively and productively with faculty, students, administrators, support staff, and the community
- Excellent skills in communication and problem-solving
- Demonstrated understanding of contemporary issues in education
- Demonstrated organizational skills
- Ability to provide leadership, training, and support for faculty who wish to explore innovative approaches to student learning using instructional technology
- Exhibited leadership in working with professional staff, students, and the community;
- Agreement with the academic goals and philosophy of the school

Desirable Experience:

- Experience with and ability to train other teachers on Data and Assessment
- Background in English Language Learning
- A strong understanding of the Utah State Standards and the ability to train other faculty and staff on these
- A strong understanding of best practices in Instruction and the ability to guide others in implementing them
- Additional endorsements such as ESL, Reading, STEM, and/or Mathematics

Essential Duties and Responsibilities May Include the Areas of:

Academics:

- Collaborate with the Executive Director to facilitate continuing systematic improvement in student performance through the collection and analysis of data.
- Coordinate the administration of all federal and state-mandated assessments and ensure proper reporting of all testing results.
- Serve as liaison with the USBE for state assessment and accountability
- Assist in making formal reports to the Board of Directors in regard to school accountability
- Assist in the development and administration of school policies as related to assessment
- Provide expertise, training, and support for faculty to plan, implement and evaluate meaningful assessment activities to enhance student learning
- Attend USBE's Assessment Director meetings and report to the Executive Director
- Provide data support for teachers on a regular basis with data collection and supplication
- Serve as Chair of GWA's Curriculum Committee, unless otherwise directed by the Board of Directors
- Attend USBE Curriculum Director meetings and Literacy meetings and report on them to administration
- Procure and implement curriculum for ELA and Math for both General Education and Special Education

Student Support:

- Assist in the consistent and fair administration and tracking of student conduct and discipline
- Serve as liaison to parents and facilitate parent education and involvement, including reinforcing the need for parents to support the school's policies and practices
- Assist in the organization of school events including open houses, Student-Led Conferences, and community partnerships
- Supervise support services and student groups as assigned
- Assist in the supervision of special events
- Support the implementation of the Multi-Tiered System of Support (MTSS) and monitor its continued implementation
- Undertake administrative and instructional duties as assigned by the Executive Director
- Oversee 504 students and their specific 504 plans ensuring that accommodations are taking place and their needs are being met academically

English Language Learners:

- Oversee ELL Instruction and ELL Specialist(s)
- Manage state reporting and all forms needed per state law
- Work collaboratively with parents and staff of ELLs to make sure listening, speaking, reading, and writing needs are being met
- Create and maintain implementation of ELL Plan
- Schedule Assessments and perform assessments for ELL students as needed

- Update PowerSchool and all state reports in the mandated time frame provided by the state

Miscellaneous:

- Serves as LEA Liaison for 504 meetings and IEP meetings as needed
- Oversees APPEL candidates, LEA-Specific, and renewal of licensure for teachers
- Recommends, establishes, implements, supports, and helps to enforce policy, processes, and procedures for staff; writes and recommends to Policy Committee new policies and procedures as needed; ensures personnel policies are kept current and that revisions to policies are distributed to staff in a timely manner.
- Helps to ensure personnel policies and practices are compliant with applicable federal and state labor laws and regulations by utilizing available resources.
- Manages Staff by recommending, establishing, implementing, supporting, and enforcing policy, processes, and procedures and approving work schedules that lead to excellence and dependability.
- Attends work regularly and is punctual
- Performs all other duties as assigned
- All employees with job duties that expose or require them to handle confidential information are required to safeguard such information and only use it or disclose it as expressly authorized or specifically required in the course of performing their specific job duties.
- Demonstrates safe work practices and is alert to safety-sensitive situations; demonstrates a positive safety attitude

Printed Name: _____

Signature: _____ Date: _____