Charleston County SCHOOL DISTRICT
excellence is our standard

Position Title:	Executive Director of Acceleration Schools	**PCN:**	TBD
Department/School:	Learning Services	**Location/ Address:**	75 Calhoun Street Charleston, SC 29401
Reports to(Title only):	Chief Academic Officer	**Work Hours**	8 am to 4:30 pm
Salary/Position Category:	☒ Non-Certified Administrator ☐ Certified Administrator ☐ Non-Exempt Hourly ☐ Teacher		
Position type/ Grade (to be completed by HR)	E82	**Position # of days**	240
Travel Required	Moderate, district wide	**FLSA Status**	☒ Exempt ☐ Non-exempt

Job Description

JOB PURPOSE/REASON:

The Executive Director, Acceleration Schools is responsible for leading growth and closing gaps at the lowest performing schools in CCSD – designated Acceleration Schools. This includes managing and coordinating instructional activities, resources, structures, and processes in Acceleration Schools. The Executive Director, Acceleration Schools works alongside school leaders and central office staff to build strong collaborative relationships and to ensure goals are accomplished in a timely and cost-effective manner that results in increased student achievement and improved community engagement. The Executive Director, Acceleration Schools will report to the Chief Academic Officer and CCSD senior leadership to integrate initiatives, provide resources and communication, troubleshoot risks and issues, and ensure effective implementation of growth strategy in designated schools.

REQUIRED QUALIFICATIONS:

EDUCATION: ☐ High School Diploma or Equivalent ☐ Associate's Degree ☐ Bachelor's Degree ☒ Master's Degree ☐ Other

EXPERIENCE & TRAINING:

Interested candidates must be committed to continuous improvement with the fundamental goal of advancing student equity and achievement in an urban public school district. In addition, we are seeking candidates with the following educational and experiential requirements and knowledge, skills, and abilities:

Required:

• A minimum of five (5) years of successful experience in an education leadership role either at the K-12 level or post-secondary setting. This level of leadership includes experience as a building level leader, district level administrator, leader in an education reform organization, or leadership experience at a state or national level.

Charleston County SCHOOL DISTRICT excellence is our standard

LICENSING/CERTIFICATION:

OTHER SKILLS/REQUIREMENTS:

PREFERRED QUALIFICATIONS:

• Proven experience with improving academic achievement; climate/culture indicators; and teacher recruitment/retention.
• Ability to work closely with community leaders and proven providers to partner on school improvement efforts.
• Knowledgeable about change management and able to quickly establish credibility among and incorporate the perspectives of team members including partners, peers, and executive leadership
• Knowledge of district, state, and federal policies, guidelines, laws, and rules related to public school education and school accountability

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers
Indirect Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

• Work directly with designated schools to implement structures and processes to increase academic achievement.
• Monitor the progress of programming within designated schools and provide guidance and support as needed.
• Research and review new ideas and programs and make recommendations for needed program changes in designated schools.
• Lead support meetings and analyze all academic, cultural, behavioral, and other relevant data points for designated schools to determine performance challenges and advise on school improvement efforts.
• Collaborate with leadership in designated schools to create individualized action plans and monitor progress.
• Establish comprehensive systems to provide targeted support and allow for operational flexibility (including visits, coaching, meetings, and resources) to designated schools.
• Ensure that key resources (people, time, materials, and budgets) are aligned with the growth plan and implementation strategy
• Collaborate with human resources to recruit highly qualified staff needed to meet goals.
• Ensure that priorities and needs are clearly articulated to key stakeholders, ensuring that district staff and community partners understand the critical role they play in achieving sustainable change.
• Collect, analyze, and disaggregate school data to provide a strategic direction to designated school principals.

Charleston County SCHOOL DISTRICT excellence is our standard

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

SECONDARY POSITION RESPONSIBILITIES

PHYSICAL/MENTAL REQUIREMENTS:

Must be physically capable of performing al primary and secondary functions of this position. A strong mental mindset capable of coping with routine and emergency situations in required. Must be able to adapt to fluctuating deadlines. Must be capable of working in a variety of environments and able to function in high-risk emergency situations.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

Department Head	Karolyn Belcher	Date	02.24.2020
Associate/Chief/Executive Director	Karolyn Belcher	Date	02.24.2020
Superintendent (if applicable)		Date	
Human Resources	Bill Briggman	Date	02.24.2020