

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Director of BEST Homeschool & Star of the North	
<i>Supervisor:</i> Executive Director of Educational Options & Opportunities	<i>Classification:</i> Salary, non-represented
<i>Days/Months:</i> 12 months	<i>Grade:</i> 7

Job Summary

The Director of Fairbanks BEST Homeschool and Star of the North is responsible for day-to-day operations, program development, and strategic visioning for the BEST Homeschool and Star of the North (SON). This position requires creative thinking and consistent effort for continual improvement as the district continues to expand and enhance educational options and learning opportunities for our students.

General Responsibilities

Provides leadership, management, and supervision for a high-quality learning environment, consistent with the law, board policies, administrative regulations, and instructions from the Executive Director of Educational Options & Opportunities or assistant superintendent. Administers all phases of site operations, as well as staff and student supervision. Supervises and evaluates staff through the approved Evaluation Tool.

Essential BEST Homeschool Job Functions

Demonstrate knowledge and compliance of state regulations regarding state-wide correspondence schools.

Supervise and evaluate all education specialists and staff members, maintaining proficiency at building high-functioning teams.

Review and monitor teacher interaction with students and families to include monthly contacts, progress reviews, parent-teacher conferences, and workshops to maintain achievement and program growth.

Design and implement a strong marketing and recruitment plan.

Foster positive relationships with staff, students, parents, and peers in the community and at the site location, serving families of varied ethnic, socioeconomic, and cultural backgrounds.

Work with Parent Advisory Committees on establishing and maintaining a parent-student advisory committee regarding program development and improving student options.

Oversee expenditures for curriculum, educational services, and materials as needed, working with the Teaching & Learning department to order curriculum and materials.

Write and submit reports required by district administration.

Create and provide ongoing updates to the program handbook.

Oversee the management of program websites, social media, and monthly newsletters.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

A variety of emerging and current technologies used for instruction in the classroom and integration with instructional technologies. Apple computer, productivity software, printers, fax/copy machines, and other equipment. Computer software and online resources including district-approved educational software and learning management systems.

Primary Working Contacts

Works closely with building administrators, administrative center staff, certified staff, classified staff, parents, and other community members; and maintains good working relationships with in-service providers.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

Works under the immediate supervision of the executive director of educational options and opportunities.

Unusual Working Conditions

Some evening and weekend meetings will be required; workload may be stressful; frequent deadlines and/or pressure situations.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Possession of a current administrative certificate/license with the ability to secure the Alaska Type A and Type B administrative certificate within six (6) months of hire.

2. Possess a Master's Degree in a field related to Education.
3. Must have a minimum of five (5) years of teaching experience and a minimum of two (2) years of leadership/administrative experience.
4. Proven ability, within the past five (5) years, to lead, develop, and coach high-performing professional teams, including facilitating professional committees or workshops.
5. Demonstrated expertise in content, curriculum design, and diverse instructional delivery models (e.g., online learning or non-traditional instruction).
6. Strong understanding of adult learning theories and the ability to apply them to develop team capacity in both content and pedagogy.
7. Working knowledge of established instructional and organizational frameworks (e.g., personalized learning, tiered support systems) and the instructional technologies used to support learning and assessment.
8. Outstanding written and oral communication skills, strong organizational ability, and proficiency in a range of office productivity software (spreadsheets, databases, Google apps) and digital communication tools (websites, newsletters).
9. Proven ability to successfully build and foster strong relationships with colleagues, administration, parents, and school communities, including experience in strategic marketing campaign development.

The following qualifications are preferred:

1. Alternative education site experience.
2. Experience in the Danielson evaluation process as the evaluator.
3. Two (2) years of demonstrated experience to include budget management, collecting and compiling data, and collaborating and coordinating with multiple stakeholders.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.