

The Fletcher School

Director of Academic and Student Affairs

Job Summary

The Director of Academic and Student Affairs is responsible for the academic and social well-being of students. The Director provides leadership and support to departments responsible for instruction, educational technology, after school programs, athletics, student assessment, enrollment, health, and related areas of the school. The Director of Academic and Student Affairs reports to the Head of School and is a full-time, exempt employee.

Primary Duties and Responsibilities

The Director of Academic and Student Affairs will:

- Actively support the mission of The Fletcher School in the execution of his/her role and responsibilities.
- Oversee and provide support for the daily operations of academic, after school, athletic, educational technology, enrollment, assessment, health, and related programs.
- Establish a highly collaborative environment that fosters alignment of all student services and that establishes and implements a shared vision for student development and support.
- Work with other managers to ensure that the pedagogical environment effectively integrates educational technology to fully support learners in becoming digital natives.
- Establish strategy for and implement a strategic faculty professional development program.
- Ensure the health and well-being of students on campus.
- Promote high standards and expectations for academic performance, student leadership, personal integrity, and community responsibility.
- Manage student assessment programs and ensure that the pedagogical environment integrates psychometric evaluation and continuous assessment to individualize programming and support student success.
- Ensure a cohesive, supportive environment provides effective support for students and families from the first contact in the admissions process through transition or graduation.
- Coordinate special programs and events for students and families such as new student orientation, assemblies, graduation, etc.
- Collaborate with the Director of Finance and Operations to ensure that Student and Athletic Handbooks and other policies and procedures provide clear and appropriate guidelines in support of the School's mission.
- Assist in the development of the School master calendar.
- Keep the Head of School informed regarding student issues and campus life.
- Perform other duties as assigned by and in support of the Head of School.

Qualifications

- An advanced degree in Education; Special Education preferred
- 10+ years of experience in education
- Leadership experience in an independent school setting, K-12 preferred
- Orton Gillingham certification or willingness to seek certification
- Outstanding organizational skills
- Exceptional written and oral communication skills
- Advanced capabilities in educational technology, preferably within an IOS environment
- Dedicated to being a student advocate
- Demonstrated success as a confident problem solver
- Proven track record as an independent and goal-oriented team member
- Experience with empirical research and data analysis
- Knowledge of educational technology trends.

General Requirements

- A criminal history background check is required of all employees.
- A drug test is required of all employees.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Fletcher School participates in the E-Verify program.
- References will be required; transcripts may be required.

The Fletcher School is an equal opportunity employer. In accordance with all applicable state and federal laws and regulations, the School considers applications for employment without regard to race color, age, sex, national origin, religion, creed, handicap or disability.