



Academy Prep Center of Lakeland  
Job Description: **Assistant Head of School**

Exempt

Supervisory Responsibilities: Faculty, AmeriCorps Specialists, and Partner/Volunteer Teachers  
Responsible Supervisor: Head of School

**Summary:**

The Assistant Head of School is a strategic member of the Administrative Team, and is responsible for overseeing faculty, AmeriCorps Specialists, and partner/volunteer teachers. Reporting to the Head of School, this position is responsible for coordinating the academic and enrichment program, including scheduling of daily activities, Saturday field trips, and the summer program, and represents the Head of School in his/her absence.

**Duties and Responsibilities:**

*Supervision/Management Functions:*

- Represent Head of School in his/her absence.
- Directly participate in departmental and administrative decision making.
- Implement and enforce school policies and procedures.
- Set administrative workflow priorities and standards.
- Assist in resolving conflicts, challenges between staff members, families, and/or students
- Represent HOS in his/her absence with respect to student discipline
- Create weekly agendas for Admin/Leadership Team Meetings, run in absence of HOS
- Work with HOS to create agenda for weekly Faculty/Staff meetings, run in absence of HOS.

*School Operation Management Functions:*

- Design, implement, and evaluate school program/operations strategic plan and activities with APL leaders to meet APL's mission.
- Oversee school programming, including:
  - Organize and coordinate faculty recruitment and hiring, including annual AmeriCorps and substitute faculty recruitment
  - Design and implement faculty orientation, training, mentoring, and evaluation (in cooperation with the Dean of Instruction and Head of School)
  - Coordinate faculty teaching and duty assignments (in cooperation with the Dean of Instruction)
  - Assist and work closely with the Head of School and the Dean of Instruction on faculty concerns
  - Oversee enrichment activities led by AmeriCorps specialists, faculty, and community partners
  - Coordinate Saturday Field Trips
  - Coordinate Study Hall
  - Oversee student events such as dances, performances, etc.
- Manage and update school calendar
- Manage student enrichment selection process
- Create/maintain the following (with HOS and other staff teams when applicable):
  - Academic class schedule
  - Daily AmeriCorps/Specialist schedules
  - Academic classroom assistant schedule
  - Extra-curricular schedule
  - Study Hall schedule
  - Summer program classroom and enrichment schedule
- Create and implement Study Hall procedures and codes of conduct
- Orient and manage AmeriCorps study hall monitors, volunteers and tutors

*Summer Program Management Functions:*

- Lead staff for Summer Program
- Create class and extra-curricular schedule
- Coordinate daily operations including breakfast and lunch service/supervision

- Coordinate off-campus transportation
- Lead general “flow” of staff and students

*Volunteerism, Partner, And Family Functions:*

- Supervise training, scheduling, and evaluation
- Oversee volunteerism, community partners, and family program strategic initiatives
- Design curriculum-based community partner strategic initiatives – partner acquisition, orientation, cultivation, and evaluation (in cooperation with the Development Director)
- Design family and continuing student volunteer strategic initiatives - acquisition orientation, cultivation, and evaluation
- Oversee Parent Council initiatives:
  - Design, implement, sustain, and evaluate all Parent Council (PC) initiatives
  - Plan and lead PC meetings
  - Coordinate all parent and family communication

*New Student Recruiting, Testing, Admissions Functions:*

- Plan new student recruiting initiatives with HOS
- With HOS, design and implement marketing plan for prospective students and families

*Office Management Functions:*

- Coordinate office staff with Operations Manager
- Assign and monitor administrative projects
- Responsible for School Purchases (with Operations Manager):
  - Identify and order items for special events such as graduation, trips, chess tournaments, etc.
  - Assist Operations Manager with all purchases, especially relative to academic and enrichment programs.
- Create and maintain monthly expense report

*Staff/Family Liason Functions:*

- Send correspondence to staff and families as needed with admin team (e.g., security issues, payroll, purchasing, benefits, upcoming events, etc.)

*Board Functions:*

- Prepares report for and attends all meetings of APL BOARD
- Serves on Board Education Committee

*Professional Development Functions:*

- Assist Dean of Instruction with strategic planning of teacher professional development program.
- Remain current on research, best practices and teaching methodologies.
- Identify academic teacher training needs through faculty input, student performance data, and meetings with administrators and faculty.
- Assist in coordination of professional development trainings, including scheduling, presenter communication, and evaluation, in concert with the Dean of Instruction and faculty.

*School Accreditation Functions:*

- Assist HOS with organization of FCIS accreditation process.
- Serve as lead academic staff for facets of FCIS accreditation pertaining to academics and curriculum.
- Coordinate accreditation input from faculty and specialist teachers.
- Serve as liaison regarding FCIS accreditation between HOS and all faculty.

**Education and Experience Requirements:**

- Bachelor’s degree required; graduate degree *strongly* preferred.
- Prior experience as a classroom teacher strongly preferred.
- Prior experience in a supervisory and/or leadership role required. Experience supervising faculty members preferred.
- Ability to meet deadlines, work well with others and multi-task .
- Team player with a positive attitude.
- Able to deal with frequent change, delays or unexpected events that change priorities on a daily basis .
- Professional maturity and diplomacy while in person, on the phone, and in written communication .

This position has an expected start date of June 1, 2021, or earlier if available.

To apply for this position, please send a resume and cover letter to Michelle Phelps at [mphelps@academyprep.org](mailto:mphelps@academyprep.org), with the subject line, "Assistant Head of School Application."

*Academy Prep Center of Lakeland is a 501(c)(3) non-profit organization. It is an urban college preparatory middle school whose mission is to inspire and empower students qualifying for need-based scholarships to become future community leaders through a rigorous middle school program coupled with ongoing graduate support.*

*This job description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as required.*