



Heartland Lakes Community School Assistant Director Position Description

Mission Statement

HLCS exists to empower scholars to bravely live their truth, to become wise stewards of the land and resources and to ignite lasting curiosity that leads to positive change in their school, their communities, their world and themselves.

Purpose Statement on Using the Environment

An emphasis on outdoor learning by using the environment with which we live and learn by utilizing both structured and unstructured outdoor learning spaces; we intend to be an expeditionary learning school where students work together on a specific project throughout the school year to achieve a common goal. HLCS will be a smaller community school with smaller class sizes which will lead to more individualized attention and care.

Guiding Philosophy on Meeting the Needs of the Whole Child

To develop and meet the needs of the whole child. Providing hands on learning experiences fostering curiosity and allowing students to discover their abilities, values, passions. All members in the school community will strive to take responsibility in their learning, collaborate and build mutual trust so all individuals feel safe and confident to take responsible risks. Our school will intentionally foster a space of inclusivity for all members.

Position Overview

The Assistant Director plays a critical role in supporting the administrative, academic, and operational needs of the K-6 charter school. This position involves working closely with the School Director to manage daily operations, support teachers, guide students, foster a positive learning environment, and build and maintain relationships with caregivers and parents. The Assistant Director will collaborate with staff to implement the school's educational programs and ensure the achievement of academic and behavioral goals.

Job Title: Assistant Director

Location: Heartland Lakes Community School, K-6 Charter School

Reports To: School Director

Key Responsibilities:

Administrative Support:

- Assist in building systems and structures necessary to the successful start-up and running of a new public charter school.
- Assist the School Director in overseeing the daily operations of the school, including scheduling, compliance, and student enrollment.
- Support the management of administrative duties such as securing substitutes for absent teachers and paraprofessionals and monitoring student attendance.
- Ensure compliance with MDE rules and regulations and charter school policies.
- Lead meetings in the absence of the Director, and represent the school in community or district meetings when necessary.
- Assist the School Director in coordinating and overseeing safety drills, emergency plans, and building maintenance.

Teacher Support:

- Secure and offer instructional coaching, professional development, and feedback as needed.
- Collaborate with teachers and the school director to implement curriculum aligned with state standards and school goals.
- Provide support to teachers and instructors offering Specials (Art, P.E., SEL, Music, etc.)
- Coordinate professional learning communities for taking shared responsibility of the school's purpose and mission and collective problem solving.
- Support classroom observations and assist in evaluating teacher performance.
- Participate in staff and parent/caregiver meetings. Facilitate as needed.
- Help resolve classroom management issues and provide strategies to foster a positive learning environment.

Student Support:

- Foster a positive school culture, promoting equity, inclusion, and respect among students.
- Provide a presence throughout the school day, including at start and end of day, lunch and recess.
- Monitor student progress and behavior, implementing intervention plans as needed.
- Work with teachers and parents/caregivers to address academic, behavioral, and social-emotional challenges.
- Work with the school director and special education team to coordinate services for students with special needs and assist in the implementation of individualized education programs (IEPs).
- Plan and oversee extracurricular activities and programs to support holistic student development.

Parent and Community Engagement:

- Coordinate and engage a system of volunteers
- Be part of a team effort in addressing concerns and facilitating open communication among caregivers, teachers, and staff.
- Organize caregiver-teacher meetings, workshops, and community outreach programs.

- Assist with communication strategies through social media, newsletters, and school-wide announcements.
- Support the planning and execution of school events, such as open houses, performances, and graduations.

Qualifications:

- Bachelor's degree in Education, School Administration, or a related field (Master's degree preferred).
- Minimum of 3-5 years of teaching or school leadership experience, preferably in a charter school or K-6 setting.
- Knowledge of K-6 curriculum, educational standards, and child development principles.
- Strong organizational, communication, and interpersonal skills.
- Ability to collaborate effectively with a diverse group of teachers, staff, students, and parents.
- Experience with behavior management, special education, and student interventions.
- Proficiency in using technology for data tracking, reporting, and communication.

Preferred Skills:

- Experience with charter school operations and compliance requirements.
- Experience in staff development and instructional coaching.

Working Conditions:

- Full-time, year-round position.
- Willingness to work evenings and weekends as needed for school events or meetings.
- Ability to work in a shared office environment.

Salary and Benefits:

Competitive salary based on experience and qualifications, along with a comprehensive benefits package.

To Apply:

To apply for this position, send your resume, cover letter, list of 3 references, and documentation of licensure credentials to careers@heartlandlakescs.org. Position will be open until filled.

Please include a response to the following question in your cover letter: How do you see the HLCS Mission statement in your philosophy and current or future practices as an educator and leader?