



Job Description

Position: Supervisor of Academic Progress

Administrative Supervisor: School Leader

Professional Supervisor: CAF Director of Academic Programs

General Description: The Covenant Academies Foundation operates year-round charter high schools offering a traditional high school diploma to dropout and at-risk students ages 16-22. The Supervisor of Academic Progress serves as the instructional leader for the academic staff. Responsible for management of all aspects of the school's educational programming, including supervision of instruction, evaluation and professional development of certificated employees, management of federal programs, including Special Education and Title grants, and other related work as required.

Primary Responsibilities

- Understands, accepts, and abides by the Covenant Academies Foundation philosophy and mission statement;
- Oversee the instructional program and create an atmosphere where teachers are free to be resourceful and students are stimulated to achieve their potential;
- Responsible for bringing evidence-based practices into classrooms by working with and supporting teachers and administration with the goal of increasing student engagement, improving student achievement, and building teacher capacity;
- Ensure a school climate which is conducive to creative teaching, student learning and self-discipline;
- Provide leadership for the planning, development and implementation of the blended learning high school curriculum;
- Coach and consult with teachers regarding the use and implementation of the blended learning curriculum;
- Interpret, enforce and develop academic and instructional regulations that agree with Board policies, the school handbook and state and federal law;
- Provide leadership for and share responsibility for the development and implementation of staff professional development tailored to increase student efficacy;
- In conjunction with the School Leader, facilitate the MiCIP process including the collection and submission of necessary documentation;
- Promote staff professional growth, cooperation and self-development;
- Responsible for developing the academic progress agenda for the bi-weekly learning team meeting and managing the meeting;
- Supervises and evaluates instructional staff performance;
- Reviews transcripts, performs student audits and determines the individual academic plan for each student;
- Develop and implement student profiles and quarterly conferences for the Academy;

- Keep abreast of developments in secondary school curriculum and instruction and provide leadership in determining the appropriateness of incorporating recent developments/trends into the school's educational program;
- Foster positive staff and student relationships, assign mentors to newly enrolled students, focused on building individualized relationships with each student so they can achieve academic growth;
- Plan, organize and supervise recognition programs for academic activities;
- Provide educational leadership in making and carrying out decisions for the building;
- Oversee and support technology for students, families, and staff to provide a consistent and dynamic learning environment for both in-school and virtual learning;
- As a member of the CAF Data Team, updates the MCA dashboard daily and participate in weekly data team phone conferences;
- Work in collaboration with Pupil Accounting/Information Systems Coordinator to gather necessary data and documentation and submit Pupil Accounting Reports, Teacher Student Data Link System Reports, Count Day reports, End of Year Reports, and other necessary MDE compliance reporting;
- Establishes standards for student behavior that are designed to ensure academic integrity and appropriate uses of the Internet and written communication;
- Communicates high expectations and acts with integrity;
- Has read and agreed to abide by the policies, directives, and guidelines as stated in all Academy and Covenant Academies Foundation manuals pertinent to the position;
- Follows the dress code as stated in the employee manual;
- Required to plan, attend and/or participate in before, during and after school activities such as: staff meetings, open houses, commencement exercises, and student activities;
- Reports to the School Leader to ensure students' basic and mission needs are met and that they attend school daily in order to make progress towards their academic goals;
- Inform and consult with the Covenant Academies Foundation regularly on the academic progress of the Academy, acting in accordance with the directives and assignments given by the Covenant Academies Foundation.

Essential Skills and Abilities

- Ability to understand the needs of dropout, homeless and youth with extreme barriers that the academy serves with sensitivity and compassion
- Must possess servant leadership qualities and demonstrate excellent customer service skills, both in verbal and written formats, to all stakeholders
- Proven ability to plan, organize and direct an educational program, and academic personnel of the Academy
- Knowledge of current applicable laws, regulations, codes, policies and procedures
- An aptitude and working knowledge of computer courseware and hardware
- Ability to impact student achievement through mentoring, motivation, and monitoring practices

Qualifications

- Masters Degree in Education, Administration or related field
- Current Michigan Administrative Certification or obtain within current law

- Secondary Administration experience preferred
- Current teaching certificate and a minimum of five years of successful teaching experience at the secondary level a plus
- Knowledge of MTSS process, restorative practices, whole-child initiatives, trauma-informed initiatives, positive behavior interventions/supports, training preferred
- Experience working with diversity, equity, and inclusion
- Experience leading and supporting teacher teams
- Knowledge of special education, experience preferred
- Effective leadership skills and experience with team development
- Commitment to data informed decision making
- Computer literate; experience with Google Suite and other student management databases; Experience using Powerschool preferred
- Excellent oral and written communication skills
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check
- Valid Driver's License

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time.

The Covenant Academies Foundation is an equal opportunity employer and will not discriminate against any otherwise qualified employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, marital status, disabilities or other legally protected status.