



## **Job Description**

**Position:** Supervisor of Academic Progress

**Location:** Muskegon Covenant Academy

**General Description:** 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.

**Administrative Supervisor:** School Leader

**Professional Supervisor:** Director of Academic Programs

### **Primary Responsibilities**

- Understands, accepts, and abides by the Covenant Academies Foundation philosophy and mission statement.
- 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, acts in accordance to the directives and assignments given by the Covenant Academies Foundation.
- Provide leadership for the planning, development and implementation of the blended learning high school 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.
- Promote staff professional growth, cooperation and self-development.
- Supervise and evaluates instructional staff performance.
- Reviews transcripts, performs student audits and determines individual academic plans for each student.
- 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, 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.
- Uses computers and other technology provided to assist students.

- 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 attend and/or participate in school activities as directed such as: staff meetings, open houses, commencement exercises, and student activities.

### **Essential Skills and Abilities**

- Ability to understand the awareness of and sensitivity to the needs of dropout, homeless and at-risk youth that have extreme barriers
- 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**

- Master's Degree in Educational Leadership
- Administration Certification
- Secondary Administration experience preferred
- Excellent oral and written communication skills
- Highly Proficient in computer applications
- 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.

*The Covenant Academies Foundation operate year-round charter high schools offering a traditional high school diploma to dropout, at-risk, and homeless students ages 16-22. Please submit resume, cover letter, and a copy of applicable licenses/certifications to the Gretchen LaHaie at [glahaie@mcoventacademy.org](mailto:glahaie@mcoventacademy.org). Please call 616.528.2383 for general questions or inquiries.*