



Job Description

Position: School Leader

General Description: The role of the School Leader is to direct all aspects of the academy retention, recovery and attendance. The School Leader is overall responsible for the administrative supervision of the academy staff. Under the supervision of the Covenant Academies Foundation personnel, the School Leader is responsible for the general management of the academy.

Reports to: Covenant Academies Foundation Senior Director of Retention & Mission Values

Primary Responsibilities

- Responsible for daily Retention, Recovery and Attendance
- Understands, accepts, and abides by the Covenant Academies Foundation philosophy and mission statement
- Overall administrative supervision of academy staff
- Oversees a weekly staff meeting for academy staff
- Works in partnership with the Supervisor of Academic Progress to ensure students' basic and mission needs are met so they attend school daily in order to make progress towards their academic goals
- Oversees Covenant Hall operations and compliance with state reporting, ensures the Hall maintains the mission of the Covenant Academies Foundation (Muskegon location only)
- Supervises and coordinates the activities of the Family Support Specialist, Homeless Liaison, Enrollment Secretary, Support Staff and Counselor for the purpose of improving student retention/attendance and achievement, meeting academy objectives, and ensuring compliance with relevant local, state and federal regulations
- Acts as an ambassador for the academy at school and community events and activities
- Creates a family environment and team approach (students, family, teachers, and advocate) to model and coach appropriate student redirection and de-escalation
- Oversees and leads intervention plans and risk assessments to maintain student retention
- Leads and coordinates the orientation, enrollment, and re-enrollment processes
- Provide leadership in dropout recovery efforts; researches, develops and implements and monitors anti-drop out plans and procedures to maintain student retention
- Works with youth and families to address needs, gaps in services, and identified concerns
- Coordinates the recruitment, enrollment and retention operations to ensure alignment with the goals and objectives of the academy
- Designs and implements a comprehensive strategic plan of admissions of new students to the school
- Directs the admissions process from point of inquiry through enrollment

- Develops with the Covenant Academies Foundation Executive team, the budget and appropriate recruitment and marketing materials, ads, mailings, web pages and publications that interpret the school to prospective students
- Manages the re-enrollment of current students for the succeeding year with constant monitoring of attrition and retention
- Keeps relevant statistics on all aspects of the admission and re-enrollment program
- Ensure timely and accurate collection and documentation of statistical data relating to program services and maintains the confidentiality of that data
- Represents the school at various gatherings and conferences
- Compose detailed documentation, maintain accurate records, and prepare reports in a timely manner
- Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing information within the legal confines
- Serves as a role model for students and staff in demonstrate positive attitude, appropriate attire, personal grooming, and an effective work ethic
- Identifies staff training needs and provide training; or recommend outside training as appropriate to the Covenant Academies Foundation Executive team
- Monitors the needs of the local community in order to provide appropriate program services and recommends program modifications to the Covenant Academies Foundation
- Develops and delivers presentations and coordinates student led presentations
- Assists in partnership recruitment and facilitation for business/education activities
- Facilitates meetings and training sessions on business/education partnerships, career and job opportunities, employability skills, student/family advocacy and parent education activities
- Engages students in leadership activities and community-based projects that support their development as successful 21st century citizens
- Perform all other tasks as requested by the Covenant Academies Foundation

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of dropout, homeless and at-risk youth with extreme barriers that the academy serves
- Ability to lead the development of continuous improvement and ability to facilitate data-driven and results-based decision making
- Must be skilled in collaborative leadership of individuals and groups
- Ability to successfully manage multiple tasks, projects and responsibilities
- Knowledge of accepted and effective techniques for working with at-risk youth with diverse family dynamics
- Highly developed managerial skills demonstrated in an environment of large volume work-flow and critical deadlines
- Demonstrated capacity to lead and motivate staff to achieve the strategic directions of the Academy and the Covenant Academies Foundation

Qualifications

- Bachelor's Degree in social work, marketing, education, or related field
- Master's Degree in Educational Leadership

- Hold a School Administrator Certification, or be willing to obtain one within 2 years of employment
- Minimum of five years of experience working with at-risk youth
- Hold and maintain a valid driver's license and have a reliable vehicle for transportation
- Have excellent integrity and demonstrate good moral character and initiative
- Demonstrate the ability to communicate effectively both orally and in writing
- Highly proficient in computer applications
- Effective organizational skills with the ability to multitask
- Satisfactory completion of criminal history check

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.