



**LONGLLEAF SCHOOL OF THE ARTS**  
Certified School Administrator - Assistant Head  
of School

Longleaf School of the Arts is a North Carolina public charter high school. We are a college preparatory school focusing on the fine arts. Our mission:

Longleaf School of the Arts will develop students into confident, responsible, and successful contributors in college, career, and community through mentorship and a challenging curriculum that integrates academics and the fine arts.

**Job Title:** Assistant Head of School

**Primary Purpose:**

Assist the Head of School in overall administration of instructional program and school operations. Coordinate assigned student activities and services.

**Qualifications:**

**Education/Certification:**

Master's degree in Education Administration or related field

**Special Knowledge/Skills:**

- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to coordinate school support operations
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate school functions
- Ability to implement policy and procedures
- Ability to interpret data
- Strong organizational, communication, public relations, and interpersonal skills
- Strong technology skills

**Experience:**

Five years experience as a classroom teacher

**Major Responsibilities and Duties:**

**Instructional Management**

1. Participate in development and evaluation of educational programs.
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in the teaching/learning process.
4. Manage virtual students.

**School/Organizational Climate**

4. Promote a positive, caring climate for learning.
5. Deal sensitively and fairly with persons from diverse cultural backgrounds.
6. Communicate effectively with students and staff.

**School/Organizational Improvement**

7. Participate in development of campus improvement plans with staff, parents, and community members.

8. Help Head of School develop, maintain, and use information systems to maintain and records to track progress on school performance objectives and academic excellence indicators.

### **Personnel Management**

9. Observe employee performance, record observations, and conduct evaluation conferences.

10. Assist Head of School in interviewing, selecting, and orienting new staff.

### **Administration and Fiscal/Facilities Management**

11. Supervise operations in Head of School's absence.

12. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.

13. Supervise reporting and monitoring of student attendance and work with the attendance clerk on followup investigations.

14. Work with department heads and faculty to compile annual budget requests based on documented program needs.

15. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.

16. Assist with safety inspections and safety-drill practice activities.

17. Coordinate transportation, custodial, lunch, and other support services.

18. Comply with federal and state laws, State Board of Education rule, and board policy.

### **Student Management**

19. Ensure that students are adequately supervised during non-instructional periods.

20. Help to develop a student discipline management system that results in positive student behavior.

21. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.

22. Conduct conferences on student and school issues with parents, students, and teachers.

### **Professional Growth and Development**

23. Participate in professional development to improve skills related to job assignment.

### **School/Community Relations**

24. Articulate the school's mission to the community and solicit its support in realizing its mission.

25. Demonstrate awareness of school-community needs and initiate activities to meet those needs.

26. Use appropriate and effective techniques to encourage community and parent involvement.

27. Other duties as assigned.

### **Supervisory Responsibilities:**

Share supervisory responsibility for professional staff with the Head of School. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

### **Working Conditions:**

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions.

Occasional travel for student home visits; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.