

Education Administrator – Queen of Peace High School

All members hired to serve school needs and contribute to the vision and goals set forth by Administration and the Board. Job responsibilities include commitment not only to management but to the dynamics of accountability and growth within the school community with efforts aligned with elevating, enhancing and integrating the vision. In particular, the responsibilities of all members are grounded in the mission of the school and in the Dominican Sinsinawa values of truth, compassion, justice, community and partnership.

A year-round position at an all girls' Catholic high school located just southwest of Midway Airport in Burbank, Illinois. The school is dedicated to empowering diverse young women in an environment that inspires academic excellence. With a dedicated faculty and staff, plus the tools of technology in a one-on-one laptop environment, we promote collaboration, moral and ethical leadership, service, and a passion for justice.

OVERVIEW

The Education Administrator is expected to be a visionary leader. We seek someone with passion for education as well as the drive and forward thinking to elevate our school in many facets, especially technology focused academics. The ability to foster a truly integrated community will be key. Success with leading teams towards a common goal will be necessary as you will report to the Principal and interface often with recruitment, enrollment and admissions. The ideal candidate will possess a certain savvy and holistic point of view, ultimately enhancing the Queen of Peace atmosphere.

CURRICULUM ENGAGEMENT

- o Ultimately ensures STEM based curriculum is integrated into designated departments and executes overall plan, resulting in growth of program
- o Serves as the primary liaison with Project Lead the Way (PLTW), becoming the internal point-person for school-wide "Full STEAM Ahead" initiative.
- o Leads the way for PLTW continued growth.
- o Master Schedule design.
- o Primary database manager including analysis, function and report generation.
- o Oversees Illinois Virtual School and dual-enrollment at Moraine Valley Community College.
- o Develops and maintains textbook program, e-book, and video conferencing.
- o Coordinates efforts to grow partnerships with external institutions and corporations in order to enhance curricular programs.
- o Facilitates technology advancement in the school with Principal and Technology director.
- o Manages software usage and measurement of technology standards.

DIRECTION AND POLICY

- o Models Gospel values with members of the community.
- o Assists in the planning and implementation of faith-deepening experiences for the school community.
- o Assumes shared responsibility for the realization of school philosophy in delegated areas.
- o Partners with the educational team to execute the strategic plan for Project Lead the Way, the vision of technology integration and extensive management of student improvement and performance.

ADMINISTRATIVE

- Serves as member of the Crisis Team which directs intervention in consultation with the Principal.
- Directs and assists with school events, such as Frosh Registration, Frosh Orientation, Back-to-School Night, Frosh/Parent Night, Parent Visitation Morning, Entrance Exam, Parent/Teacher conferences, assemblies, Graduation, Senior Awards, articulations, etc.
- Represents Queen of Peace to Burbank All-Hazards Advisory Committee.

- o Planning and Communication
 - Insures that all pertinent co-curricular information is communicated to the community, including faculty, staff, athletic director, maintenance personnel, parents, public relations contacts, vendors, etc.
 - Directs creation and updates of Student Handbook with Counselors
 - Creates and updates Curriculum Guide and Course Contracts
 - Facilitates the creation/maintenance of the school crisis plan and monitors its performance
 - Assists in the annual review and update of the State Accrediting Report and AdvancED Accreditation
 - Participates in Strategic Planning and School Improvement Planning
- o Personnel and Staff Management
 - Master Schedule, HR assignment and faculty supervision assignments.
 - Meets with fellow administrators, individual departments and individuals to discuss weekly assessments.
 - Supervises departments assigned by Principal.
 - Parent Club moderator role to grow participation and energy into the Club.
 - Participates in staffing of students with counselors and teachers.
 - Facilitates and coordinates workshops for faculty, staff and students.
 - Directs New Teacher Orientation.

REQUIREMENT

- Type 75 Administrative certification with Masters in Education Administration and Technology Administrative credentials.
- Admin Plus, Database management

Please send resume to aguilarm@queenofpeacehs.org. Attention: Mary Kay Nickels.

05.19.2014mkn