

SC Calvert School Administrator Job Description Draft

South Carolina Calvert Academy is a virtual public charter school reaching out to students in grades K – 8 across the state of South Carolina. The virtual school incorporates both online and offline curriculum to give each child the best academic experience. The School Administrator oversees the academic and operational aspects of the school, including curriculum, staff management, assessment, instruction, technology, professional development, and fiscal management. The School Administrator will assist in developing public relations, communications, and marketing plans for student recruitment efforts across the state. The School Administrator is dedicated to and works in concert with faculty, parents, and community to encourage, support, and nurture students in their pursuit of excellence.

EDUCATION and/or EXPERIENCE: Master's degree in education and / or administration. Must possess South Carolina certification in Administration. Elementary or middle school teaching experience required. Experience as an administrator in an elementary or middle school preferred. Candidates should have a minimum of two years in a leadership position at a charter school or independent school with significant preference given to candidates who formerly held administration positions in a virtual education setting. Candidate must have demonstrated strong leadership and managerial skills, financial astuteness, excellent interpersonal skills, excellent written and oral communication skills, and the vision to guide the school's future development. The candidate must be familiar with the governance of a charter school and have ability to work with the Board of Directors to guide the school community through long-range plans. Virtual certification, marketing and fundraising experience is a plus. Willingness and desire to participate as a back-up teacher also a plus.

South Carolina Calvert Academy is designed around the Calvert Curriculum. Having a working knowledge of Calvert is a plus. Candidates must support the design of the Calvert program implicitly.

The successful School Administrator candidate will have high-energy; a strong level of technological acumen; leadership skills; understanding of working with parents of children with special gifts and vulnerabilities; a superior level of work ethic; and a desire to be involved with taking a charter school to the next level, focusing the entire staff on student achievement results and on helping children to succeed.

Please send resumes to: Cindy Tucci at ctucci@sccalvertacademy.com.