



Job Title:	Director of Academics	Job Category:	Administrator
Department:	Academic	Position Type:	Full-time
Contact:	Keith Bartlett	Date posted:	July 3, 2013
Date closes:	July 10, 2013		
External posting URL:			
Applications Accepted By:			
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Job Description			
<p>The Director of Academics is charged with overseeing the program of studies and the delivery of quality instruction to all students. Further, the director provides for the administration of all schoolwide and state required student academic assessments.</p> <p>EXPECTATIONS AND SKILLS</p> <ul style="list-style-type: none"> • Strong commitment to the mission and vision of Lycee Francais • A leader committed to academic excellence and achievement • Proven ability to work collaboratively with a diverse corps of teachers • Experienced writer, especially of lesson and unit plans, and other curricular materials • Able to prioritize, organize, and lead by example • Proficiency in the French language <p>PREFERRED QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Certification in the French National Curriculum • Master’s Degree or other advanced degree(s) • Five (5) years successful teaching experience in an urban setting <p>ROLE AND RESPONSIBILITIES</p> <p>The duties of the Director of Academics include, but are not limited to the following tasks:</p> <p>Academic programs</p> <ul style="list-style-type: none"> • Coordinating the mapping of the curriculum to align the French National Curriculum with the Common Core. • Reviewing lesson plans and giving feedback to teachers. • Supervising the Audubon Zoo program of studies. • Acting as the custodian of student cumulative records. • Establishing protocols for data entry and teacher review of student cumulative records. • Serving as an active member of the Student Assistance Team. • Collecting and analyzing relevant academic data, and making adjustments as needed. • Overseeing the establishment of a functional school library. 			



- Establishing student academic support and monitoring programs.
- Reviewing and updating the Pupil Progression Plan annually.
- Ensuring compliance with school charter in all areas of curriculum and instruction.
- Negotiating vendor and service contracts for curriculum/teaching materials in accordance with the allotted budget approved by the Board.
- Providing appropriate and meaningful Professional Development.

Instruction

- Meeting with teachers individually and in grade level settings to discuss best practices for instructional delivery.
- Conducting with the CEO/principal, frequent walk-throughs of all classrooms.
- Ensuring that 90% of all instruction is delivered in the French language to students at all levels.
- Assisting teachers with the design of Student Learning Targets (SLT).
- Providing demonstration lessons as needed.
- Providing opportunities for peer observation.
- Assisting with formal teacher evaluations as prescribed by Compass.

Student Assessment

- Establishing and reviewing for equity and effectiveness, all grading policies, including classroom grading practices.
- Monitoring the proper recording of grades by teachers.
- Arranging the administration of all state required assessments—DIBELS, DRA, ITBS, iLEAP.
- Considering/studying the use of ELLOPA to assess student proficiency of the spoken language.

Job descriptions are created to provide a framework of responsibilities and are not inclusive of all duties that may be required. LFNO employees embody an “all hands on deck” mentality and do whatever it takes to get the job done regardless of title.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	