

Associate Director Qualifications

Minimum Qualifications	<ul style="list-style-type: none">Advanced degree(s) in educationCurrent Arizona teaching & administrative credentialsCurrent Arizona IVP fingerprint clearance cardAt least 3 years of classroom teaching experienceAt least 3 years experience as a school administrator
Desired Qualifications	<ul style="list-style-type: none">Experience at multi-district virtual instructional networkProven ability to recruit teachers & manage teachers
Performance Expectations	<ul style="list-style-type: none">Report to the Executive DirectorEstablish & maintain relationships with schoolsGuarantee quality service to all participating studentsParticipate in state & national conferences, meetings & groupsWilling to teach when neededParticipate in all relevant planning and implementation projects.Work with network teachers, students, schools and supporters to maintain smooth daily operations and instructional delivery.Create and maintain computer-based records tracking student (including, but not limited to, attendance, assignments, grades, and credits) and teacher performance (including, but not limited to, attendance, timeliness of grade entry, and student evaluations), technology issues, and financial expenditures.Collaborate with technical staff, web designers, and other vendors to build and maintain robust network and customer service.Engage in continuous project assessment, planning, and improvement.
May-June Requirements	<ul style="list-style-type: none">Recruit & deploy ≥ 40 teachers for summer sessionSurvey schools to identify needsRecruit & onboard additional ≥ 40 teachers for fall termCommission course development for fall semesterActivate collaborative plans with partners