



PRAIRIE SEEDS ACADEMY

"Molding Future Generations"

JOB DESCRIPTION EDUCATIONAL LEADER K-5, 6-12

ORGANIZATIONAL DESCRIPTION

Prairie Seeds Academy is a K-12 public charter school located in Brooklyn Park, Minnesota. Our teachers and staff work very hard to create and sustain a warm, safe and productive atmosphere for learning. We are committed to the pursuit of providing high-rigor academics along with encouraging our students to be global thinkers and learners. With today's diversity, we want our students to adapt successfully to change, be life-long learners, and care and understand others. We want our students to be prepared for the world so they can become a contributing member of society.

Vision Statement: Our PSA Community members are inspired global thinkers, who will understand the importance of inquiry, lifelong learning, intercultural awareness, respect, and adaptability as they become future leaders.

Mission Statement: Prairie Seeds Academy, in cooperation with families and community, provides leadership in rigorous education to develop inquiring, knowledgeable, and caring citizens who help create a better and more peaceful world through intercultural understanding and respect.

CULTURE OF LEARNING

PSA believes that every scholar has the right to learn, be engaged, and grow in a healthy school environment. PSA must foster a culture of learning that embraces every scholar's strengths to achieve optimal growth and learning. PSA strives to explore ways to strengthen our relationships with our scholars and their families. PSA is committed to building collaborative leadership at an effective capacity among staff, parents and scholars. This is accomplished by changing our behaviors and actions so we can better support our scholars and parents in achieving their academic goals. Employees coming to PSA must share, understand, and implement this culture of learning at all levels of the organization through consistency. By having consistency, we can shift not only the behaviors of our staff, but our students and parents will equally be engaged in the process. PSA seeks individuals who will optimistically and confidently abide by this culture of learning.

The core values that drive PSA's culture of learning are:

1. Aiming for High Academic Achievement
2. Embracing Cultural Pride and Identity
3. Modeling the Way
4. Understanding How Data Drives Decisions
5. Having High Expectations
6. Creating a Social-Emotional Learning Environment

JOB INFORMATION

Job Title:	Educational Leader
Reports to:	Principal/CEO
Hours:	7:15am – 3:40pm, Monday through Friday
Office Location:	6200 W Broadway Ave N. Brooklyn Park, MN 55428
Salary Range:	DOE



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JOB SUMMARY

Under the direction of Thrive Education and the Principal, the Educational Leader has a critical role in overseeing the school's academic programs by providing instructional feedback and strategic planning to enhance the academic experience of scholars, families, and staff. The Educational Leader will play a huge role in developing and implementing policies, programs, curriculum, and budgeting in a way that empowers a culture of learning throughout the school. He/she will play a critical role in providing a school environment in which each child is challenged to their potential, staff are empowered to think innovatively, and families are engaged.

This position will be part of the school's Leadership Team, Champion Leadership Team, 3HC, Crisis Management Team, and Student Assessment Team.

JOB FUNCTION

Supervision and Management

1. Inspires team on overall school academic success & strategies and work to ensure that academic benchmarks are on target as set by the Principal, Thrive Education or the Authorizer on an annual basis
2. Provides leadership and oversight of curriculum and progress
3. Supervises and manages all staff, Academic Coaches, ELL/SPED/Title Teachers, Educational Assistants, and Specialists.
4. Develops academic benchmarks for staff and regularly tracks progress towards these goals with instructional coaches.
5. Mentors and coaches staff by observing and providing constructive feedback via ongoing performance evaluation
6. Partners with teachers to constantly assess and improve student achievement results with instructional coaches and data analyst.
7. Regularly meets with staff to ensure work plans are meeting outcomes and expectations
8. Conducts consistent formal and informal observations of all direct reports and provide feedback as needed
9. Leads academic and team meetings and provides leadership support to staff
10. Identifies necessary resources and trainings to enhance the professional development of all teachers

Leadership

1. Provides strategic leadership for school development and management including establishing priorities, identifying annual objectives and long-range goals for the instructional, extracurricular and other programs which support student learning and staff development consistent with the school's culture of learning
2. Works directly with the Principal and Thrive Education to ensure that decisions are align with the direction of the board and authorizer
3. Manages the relationships between students' success and parent involvement in students' education
4. Serves as the main point of contact for parents and families as it pertains to academic excellence
5. Formulates philosophy and school policies to align with the Mission and Vision of the school
6. Reviews, analyzes and re-evaluates curriculums, policies & practices on an annual basis for refinement

Academic Excellence

1. In partnership with the Principal and Thrive Team, Educational Leader, and Academic Coaches develops, implements, and coordinates school-wide academic programs and educational policies/procedures to enhance the learning goals of all scholars and the experiences of all staff members
2. Integrates and upholds PSA's core principles into the day to day instructional planning
3. Develops programs that improve classroom performances and assist students in understanding class materials with instructional coaches.
4. Sets and enforces rigorous standards for student achievement that are in line with goals of PSA and state standards
5. Ensures curriculums aligns with state standards
6. Utilizes data to make strategic decisions to impact the overall academic process with data analyst and instructional coaches.
7. Develops intervention policies and procedures (e.g. SST, PBIS, Emergency Management Team-EMT, grading, etc)



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8. Collaborates with scholars, families, and staff on academic performances and interventions
9. Fosters a school environment that focuses on high academic achievement

Data/Reporting

1. Builds deep understanding of data and implement strategies for classroom data integration with data analyst
2. Reviews classroom, school, local, and state data and incorporates into daily implementation of work plan based on changes needed to be implemented
3. Shares and disperses pertinent and important data to staff and ensures staff understands the importance of data.
4. Advises, strategizes, and executes plans to meet data expectations when necessary
5. Evaluates school programs and curriculum annually to ensure that it aligns with MDE expectations
6. Track and generate academic reports to share with Thrive Education and the board of directors
7. Report divisional grade level reports and performances to the board of directors and families

SKILLS/QUALIFICATIONS

1. License in Educational Administration or equivalent experience
2. At least 5 years of successful classroom teaching experience in an urban setting preferred
3. Formal experience mentoring teachers in effective literacy and math instruction and assessment strategies
4. Knowledge of reading, writing, and math curriculum and development
5. Proficient technology skills in MS Office and other software/programs
6. Outstanding interpersonal skills, presentation and facilitation skills
7. Ability to lead and collaborate; strong leadership skills necessary
8. Demonstrate knowledge of a variety of assessment tools
9. Demonstrate knowledge of curriculum and subject matter
10. Ability to accomplish tasks under pressure
11. Prioritizes and follows through on tasks and assignments
12. Ability to connect and build positive relationships with teachers and staff
13. Effective verbal and written communication skills
14. Demonstrates ability to manage time and projects efficiently
15. Communicates recommendations and suggestions clearly to all persons
16. Have knowledge of Gradual Release of Responsibilities (GRR) is a plus
17. Have knowledge of Positive Behavior Intervention & Supports (PBIS) is a plus
18. Have knowledge of best practices, instructional strategies, classroom management and behavior management
19. Serve as a role model for promoting effective instruction and professionalism
20. Demonstrate respect for children, colleagues, parents and school leadership
21. Believe in and support the vision and mission of PSA

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the content of this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (Print)

Supervisor Name (Print)

Employee Signature

Supervisor Signature

Date

Date



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