

JOB DESCRIPTION

POSITION TITLE: Director, HAVEN Academy	JOB CODE: 640
DIVISION: Academic	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Teaching & Learning Support and Specialized Services	WORK DAYS: 238
REPORTS TO: Assistant Superintendent, Teaching & Learning Support and Specialized Services	PAY GRADE: CDR (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and administration of the HAVEN Academy Program.	

REQUIREMENTS:

1. Educational Level: Master Degree required
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 5 years successful teaching experience in special education; leadership experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication skills with demonstrated ability to communicate effectively to resolve issues related to areas of responsibility; strong leadership and problem solving skills; comprehensive knowledge and understanding of the IDEA and GA State Rules for Special Education; ability to analyze and evaluate program services for students with disabilities; ability to work collaboratively with individuals and groups; ability to develop and implement comprehensive plans; strong problem solving skills; extensive knowledge of school budgets and skills related to budget development

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Supervises the education and therapeutic programs in Cobb and Douglas.
3. Directs program development in academic and behavioral programming.
4. Works with the Special Education Directors of Cobb, Douglas, and the Marietta City School systems to ensure the necessary and essential delivery of educational and therapeutic supports.
5. Builds and monitors the annual budget and collaborates with fiscal agent.
6. Supervises expenditures/adjustments for the program according to state, federal, and local regulations.
7. Facilitates development of the Continual Improvement Monitoring Plan (CIMP). Reports accountability data to the DOE and school district.
8. Collaborates with local and Central Office to be informed of Districts' policies and procedures that impact HAVEN Academy.
9. Participates in the Georgia Network for Therapeutic Supports (GNETS).
10. Serves as a liaison to Special Student Services, Academic Leadership Division and the Board of Education for Cobb, Douglas, and Marietta City Schools.
11. Supervises and evaluates HAVEN staff.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____