



Grade Level Lead (HS)

The Grade Level Lead (HS) serves as an assistant to the Director of High School. The GLL (HS) will serve as an academic lead and mid-level administrative manager to provide teaching staff with the necessary support to provide the best possible outcomes for holistic student growth. The GLL (HS) will cultivate a data-driven decision-making environment, ensuring that student growth is routinely monitored and goal-setting is targeted and achievable. The GLL (HS) will be a critical thinker who can model best practices in professionalism and instructional strategies. The GLL (HS) is a reflective practitioner committed to personal growth and open to coaching and constructive guidance.

The GLL (HS) will report directly to the Director of the High School in the areas, including compliance, for which the GLL (HS) may also report to the Sr. Director of Schools. The GLL (HS) will work in conjunction with the Director of High School and Director of Enrollment to ensure students in their grade levels are properly onboarded and procedures regarding attendance are strictly adhered to within the department. The GLL (HS) will work in conjunction with the Director of High School, Director of HR, and Compliance to ensure that teacher requirements are complete.

The Grade Level Lead will have a modified caseload and will assist the Director of High School in supervising the teaching staff of the Grade Level Department. The GLL (HS) will assist the Director of the High School, serving as an evaluator and working with each teaching staff member to set quarterly goals. The GLL (HS) will observe teaching assignments, provide timely feedback, and work in conjunction with the Director of High School and Sr. Director of Schools to assist in evaluating teacher performance.

Reports to: Director of High School

Compensation: \$5,000 stipend

Key Responsibilities of the Grade Level Lead:

- Organizational Leadership
 - o Carry out educational policies established by the Board and Founders; develop departmental goals and objectives consistent with the vision, mission, and values of Method Schools.
 - o Assist the Director of High School in serving as a lead data analyst for the grade level department; collecting, analyzing, and sharing data monthly and quarterly with teaching staff; developing instructional plans based on data and ensuring teacher accountability to benchmark goals
- Executive Administration
 - o Assist the Director of High School with ensuring Grade Level Department's compliance with local, state, and federal oversight organizations; be familiar with CDE guidelines.
 - o Assist the Director of High School in overseeing progress and grade reports for the Grade Level Department's students
 - o In conjunction with the Director of High School and Registrar, oversee the departmental completion of administrative responsibilities, including work sample collection, attendance, and learning journals.
 - o Under the Director of High School, train to provide oversight of the College Counseling program and compliance with UC and NCAA guidelines for the high school program.



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- Academic & Student Services
 - o Along with the Director of High School, be the main point of contact with parents and students.
 - o Work with the Director of High School and Sr. Director of Schools to implement assessment and intervention strategies; oversee the tracking and evaluation of intervention strategies; routinely use both SmartFox and IXL data to refine intervention strategies.
 - o Work with the Director of High School to schedule the annual calendar for training and administrative work time.
 - o Work in conjunction with the Director of High School and Sr. Director of Schools to facilitate a working relationship between the teaching staff and Student Success Managers; attend SST meetings as an administrator.
 - o In conjunction with the Director of High School and Sr. Director of Schools, ensures student services auxiliary programs are supported throughout the department: counseling, ASB, NHS, and other student programs
- Staff Supervision
 - o Assist the Director of High School with facilitating Grade Level meetings
 - o Assist the Director of High School with implementing beginning-of-the-year training and transition systems
 - o Along with the Director of High School, actively engages with stakeholders to understand and proactively manage issues and concerns before they escalate.
 - o Communicates openly and frequently with the Director of High School and all involved parties to ensure all are aware of issues.
 - o Assists the Director of High School in overseeing the quarterly instructional evaluation program for the Grade Level Department
 - o Assists the Director of High School with Developing teacher assignments and ensures that caps and ratios are adhered to

Additional Requirements

Along with the Director of High School, the GLL (HS) may be asked to attend Head of School Cabinet Meeting representing the Grade Level Department in all-school planning as needed.