

ASSOCIATE DIRECTOR FOR GRADES 5-8
Evergreen Community Charter School, Asheville NC

Full Time; 12 month

Start date: July 1, 2023

Reports to: Executive Director

Compensation: Salary based on [NC State Salary Schedule](#), NC Health Plan, NC Retirement Plan, paid time off, Employee Assistance Program, free childcare before and after school for ages 5-14, employee-paid supplemental benefit options

Organization

Located in Asheville, North Carolina, Evergreen Community Charter School is a tuition-free, public school serving approximately 450 students in grades K-8. We follow the EL Education model, a research-substantiated model for school design with roots in the adventure and leadership organization, Outward Bound. (For more information on EL Education, please see the national organization's [website](#).) Evergreen embraces rigorous and high quality work, character education, social justice, curriculum integration, differentiated instruction, and environmental stewardship. Our strategic priorities are centered on racial equity and academic excellence.

We invite potential candidates for this position to learn more about Evergreen Community Charter School by exploring our website, www.evergreenccs.org.

Position Description

The Associate Director for 5-8 will serve as a member of the Administrative Team along with the Executive Director, Associate Director for K-4, and Exceptional Program Coordinator. Primary responsibilities include:

- Oversight of our **Character Education** program which encompasses the Crew program, classroom management approaches, and Positive Discipline. The AD will serve as coach to teachers in grades K-8 for character education.
- **Supervise and coach** eight teachers in grades 5 through 8, five associate teachers in grades 5-8, two counselors, and eight enrichment teachers. The AD will conduct observations, evaluations, coaching, and facilitation of professional growth.
- Implement our **Discipline and Behavior Support** system for students in grades K through 8. The AD will regularly assess the discipline and consequence policy, use restorative practices to address behaviors as opportunities for learning, and implement policy through an equity lens. The AD will provide direct behavior support to students in grades 5-8 as needed.
- Oversee the **Beginning Teacher Support Program**. The AD will provide Beginning Teacher (BT) orientation, train mentor teachers, and facilitate all aspects of the induction program.
- Serve as **Test Coordinator** for the NC State Testing requirements. The AD will participate in ongoing Test Coordinator training, schedule and oversee testing, train test administrators, and comply with all state testing requirements.
- Serve as **Licensure Liaison** for teachers seeking initial licensure, license renewal, and add-on certification. Assist teachers in tracking continuing education unit credit requirements.
- Additionally, the AD will **create Enrichment Schedules** for Music, P.E., Art, Library, Environmental Education, Technology, and Health; review trimester **progress reports**; engage **parents**; and share in the oversight of the **MTSS/Academic Support program**.

Desired Qualifications And Characteristics

Evergreen recognizes the social and educational value of a diverse leadership, staff, and student community. To that end, we actively seek and encourage applications from qualified individuals representing diverse social, ethnic, and racial groups.

The Associate Director must be an experienced educational leader with a broad base of skills and experience. The successful candidate will possess many of the following:

- Emotional intelligence (self-awareness, self-management, social awareness, social management)
- Strong communication skills
- Proven commitment to anti-racism and interrupting institutional racism
- Lived and/or learned experience in culturally/racially diverse communities
- Interpersonal skills such as compassion, humor, respect
- Valuing the expertise of teachers and supporting their autonomy

Minimum Qualifications: Bachelor's degree in education.

Preferred Qualifications: NC teacher licensure and/or NC administration licensure. At least 3 years of experience teaching in grades 5-8. At least 3 years of experience in school leadership/administration.

Application Process

Send letter of interest, resume, and copy of teaching license to careers@evergreencs.org. Also, please complete the online [application form](#).