

Assistant Director: MACS is seeking an administrator for the July 1 hire date. Prefer experience with upper elementary/middle school grades, but not a requirement. This is a full time year-round position and the salary range is \$65-70K, depending on experience and certifications. Benefits include paid time off and IRA match, summer hours are only about 20 hours/week (Tues-Thurs). Please complete the [certified application](#) and send it along with transcripts, 3 current letters of recommendation, proof of certification (if applicable), cover letter, and resume to abottomley@macsnh.org.

- Job Requirements- Candidates for this position will have:
 - A Bachelor's Degree from an accredited college or university, Master's preferred
 - Minimum of 5 years work experience as an elementary or middle school classroom teacher
 - Good interpersonal skills working with adults and children
 - Successful results of criminal and employment background check.
 - Comfortable working in a learning environment as part of a team.
 - Demonstrated proficiency with Microsoft Office (Word, Excel, and PowerPoint), Student Information System (SIS) and email communications.
 - Has the ability to organize and prioritize multiple assignments.
 - Is extremely organized, process driven, and detail oriented.
 - Special Education knowledge/experience preferred
 - Candidates possessing NH state certification (or state with reciprocity) in assistant principal, principal and/or special education administration will be given preference.
- Job Description/ Core Responsibilities:
 - Teacher Evaluations/Mentor: Assist other Assistant Director with teacher evaluations/ individual staff goal setting and review, walkthroughs, observation and mentoring of teachers and staff as needed.
 - Curriculum: Assist in organization of schools curriculum. Work with staff on best practices, development and implementation of NH state competency requirements.
 - State Testing: Assist in overseeing state assessments for the school, tracking rosters, training staff on proctoring requirements, scheduling, oversee administration of tests, and all other duties associated
 - Special Education: attend school special education and 504 meetings serving in the capacity of MACS LEA (Local Education Authority).
 - Assist in volunteer programs including volunteer training requirements, recruitment, and scheduling.
 - Assist in the development, scheduling, and implementation of professional development.
 - Work with the transportation company on bus scheduling for students..
 - Assist with data collection and RTI implementation- PLC meetings
- Other Requirements:
 - Commitment to MACS values.
 - Leads by example in adherence and knowledge of MACS Vision, Mission and Values demonstrated by his/her commitment to act in an ethical manner using behaviors that promote a team concept.
 - Follow through on duties and projects assigned.
 - Participates in and successfully completes training programs offered to increase skill and proficiency related to assignments.
 - Follows school policies, and federal and state laws.
 - Ensures adherence to good safety procedures.
 - Prepares evaluations, memos, newsletters, presentations and other documents at direction of the School Executive Director
 - Acts as an information resource for other office personnel in the building; communicates assigned duties to other office personnel as require
 - Student discipline
 - Ability to effectively communicate with parents and facilitate meetings.
 - And any other duties as assigned by the Executive Director.