

Academic Director Responsibilities

- Academics:
 - take responsibility for academic quality and rigor of the school
 - further develop Link School model of education in accord with school goals for a college prep curriculum that is highly engaging with strong experiential components
 - establish curriculum mapping that guides the school forward and captures academic work done previously for historical data
 - lead academic accreditation process with AdvancED
 - schedule and administer PSAT and other standardized tests
- Academic Admin
 - work with School Administrator to collect student paperwork.
 - prior transcripts, IEPs & test scores
 - work with registrar to record grades and provide transcripts
 - manage Course Catalog and historic files of course syllabi
 - collect course thumbnails each spring to distribute as Course Thumbnails to enrolled students and families
 - work with teachers to develop full course descriptions each fall prior to school start, and produce Course Catalog and distribute to enrolled students and families
- Teaching:
 - develop and teach academic courses as needed
 - become course administrator for any online electives student register for
 - teach and support a test prep class
 - support students with tutoring and assistance with courses
- Students:
 - do initial assessment for students and assign them to appropriate courses for their grade and prior course work
 - determine specific Link Student Academic Plan for each student
 - find and develop resources to support students with remedial needs
- College counseling
 - research and find appropriate college options for students
 - support college application process
 - FASA and scholarship support
 - coordinate college visits with students and families
 - provide students and families support with registering for SAT and ACT tests
 - develop Portfolios for each student with record of their academic work, service work, expeditions, and project accomplishments
 - student Infomercial and Presentations of Learning (POLs) management for student projects
- Staff:
 - support teachers in working with remedial students
 - hire tutors as needed to support students
 - develop block course content and coordinate with visiting instructors
 - oversee work and on-going training of the staff

- conduct classroom observations and provide feedback to teachers
- Experiential Education & Field Programs:
 - logistics preparation for expeditions and post expedition clean up.
 - expedition staff for field programs
 - conduct expedition debriefs and education assessments.
 - maintain drivers license and ability to drive 9-15 passenger vehicle with trailer.
 - WFR or WFA first aid cert maintained
 - foreign travel preparation, participation on the trip, and coordination of community presentation work post-trip.
- Resident Assistant:
 - care for students as a resident assistant as needed and or scheduled.
 - maintain professional and moral relationship with students at all times
 - ensure safe, love filled environment for the students.
 - provide health care (spiritual) and nursing care as needed – involve parents and practitioner as appropriate.
 - food planning and preparation for scheduled meals.
 - assist with spiritual development program for the students.
 - facility cleaning.
 - conflict resolution work and counseling as needed.
 - disciplinary action conducted as needed
 - assist students with employment and helping them get to and from work.
- Service Work:
 - service projects coordinated with staff and students, focusing on maintenance and construction support
 - investment in service learning possibilities
- Project Mentor:
 - work individually with 1 or 2 students each semester on individual projects.
 - assess project work and help students with final presentations
- Staff & Administrative:
 - assist in admissions process
 - be willing to work long hours in an intense environment
 - communicate with parents and assist students in their communication with parents.
 - help School Administrator with parent visitation weekends
 - work closely with a small group of staff
 - attend trainings, professional development workshops and school visits
 - serve on peer review boards with AEE, AdvanceED and other professional associations.
 - work to keep program expenses within budget
 - practice Christian Science in all aspects of work and personal life

The Link School Staff Application:

With your résumé and cover letter, please send your thoughts on the following:

- ☐ What are your primary motives for wanting to work at The Link School?
- ☐ What do you envision yourself contributing to the program and the community?
- ☐ How would working at The Link School support your professional and personal development goals?
- ☐ Describe your education experience with:
 - classroom teaching
 - Project Based Learning
 - experiential education
 - tutoring
 - service learning
 - counseling
 - resident assistant work
- ☐ Describe your program experience with and any certifications you hold in the following:
 - horsemanship
 - backpacking
 - mountaineering & climbing
 - canyoneering
 - snow sports
 - mountain biking
 - water sports: kayaking, canoeing, rafting
 - team sports
 - trail running
 - foreign travel
 - carpentry
 - auto mechanics
 - cooking
 - first aid certifications
 - nursing experience
- ☐ What role does Christian Science play in your life?
 - Have you had CS Class Instruction?
 - Experience with spiritual care for others?
- ☐ References: please send 2 letters of reference. These may either be general letters of reference or be specifically written for you as an applicant at Link.
- ☐ Employer's and contact information for primary supervisor for the past 5 years.