



## Joseph of Cupertino Classical Academy Academy Director Job Description

**JOB TITLE:** Academy Director

**REPORTS TO:** Board of Governors

**SUPERVISES:** Deans, faculty, staff & students of the Academy

**JOB PERIOD:** January 1, 2025 - 2025/2026 Academic Year

**GRADE LEVELS:** K-11

**ENROLLMENT:** 60-90

**STARTING SALARY:** 65-75K

### **Who are we?**

Joseph of Cupertino Classical Academy is a new, Catholic, classical, hybrid academy in its first year. Trained professional teachers instruct students in classrooms on Mondays, Tuesdays, and Thursdays. Parents continue and monitor home assignments on Wednesdays and Fridays.

In partnership with parents and guided by Jesus Christ and His Holy Catholic Church, JCCA provides students with excellence in education, academically, spiritually, and in the high standards of the classical tradition, to teach them the art of learning, and to form them to become adults who will live and defend the Catholic faith with confidence and joy.

JCCA is located at St. Thomas More Catholic Church in Irvine, CA, within the Diocese of Orange.

### **Whom are we seeking?**

The Academy Director serves as the educational and administrative leader effectively and efficiently managing the faculty, staff, systems, and procedures, for the operation and functioning of the academy including curriculum development, extracurricular activities, discipline systems, program evaluation, and personnel management. That will be accomplished while ensuring a joyful, sanctified, fruitful learning environment in keeping with Catholic Tradition and the mission of JCCA. The Academy Director supervises the instructional programs of the academy, evaluating lesson plans and observing classes. This individual also communicates regularly with parents, welcoming their feedback and support, while creating a cooperative relationship that supports the student in the hybrid academy.

The JCCA Academy Director leads under the direction and guidance of the Board of Governors of JCCA and must be eligible for employment in the state of CA.

The Academy Director must be a Catholic in good standing with the Church and willing to sign JCCA's Statement of Faith. The Candidate will possess a zeal for our Lord in producing a joyfully classical education environment, with an ability to speak comfortably and competently with various stakeholders.

#### **Education/Experience – Preferred**

- Post-graduate degree
- Previous experience in school administration
- Teaching experience in a school or homeschool environment
- Has demonstrated successful knowledge and experience in elementary through high school education
- Willingness to model, champion, and encourage excellence in classical Catholic pedagogy.
- Has a growth mindset in developing positive relationships and enrollment, together with proven written and verbal communication skills.
- Working knowledge of institutional advancement and fundraising.
- Demonstrates a high level of interpersonal, collaborative, organizational, and administrative skills, especially as it pertains to teaching staff and parents/guardians.