

TRINITY CHRISTIAN ACADEMY

4954 E I-20 Service Rd S. / Willow Park, TX 76087 / 817-441-5897

JOB DESCRIPTION

Position Title: Director of Academic Innovation

Date Created: 2/1/2024

Reports to: Secondary Principal

Position Purpose:

- This position exists to create a key role in the Secondary program at Trinity Christian Academy (TCA) focused on evaluating TCA's teaching and learning practices in light of current best innovative practices in education and proposing beneficial improvements to Secondary academics. The essence of the role is to act as a catalyst for educational innovation and student-centered learning experiences, by adapting to the evolving needs of the students, our regional demographic, and the educational landscape.
- This position will research, direct, and implement innovative programs and strategies in grades 6-12 by building innovative instructional capacities in TCA faculty through modeling, coaching, and training.
- This role aims to evolve and improve the learning experience by acknowledging the need to incorporate more student-centered opportunities for students by considering unique needs, interests, and aspirations of each student and family, thereby enhancing student engagement and success.

Context:

As TCA seeks to address varying student learning styles and needs, our current family and community demographic, and student and family goals, in light of the plethora of available academic resources, a student-centered approach to education is increasingly recognized as crucial in addressing student needs. To accomplish this, a

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comprehensive evaluation will be done of TCA's teaching and learning capacities and innovative recommendations will be considered.

Essential Functions:

- Conduct a thorough, comprehensive evaluation of current teaching and learning practices at TCA (scheduling, planning, instructing, assessing, scoring, differentiating, etc.) partnered with researching current innovative best practices and resources to propose and implement, including: training teachers in innovative instructional methods, collaborating with staff to integrate technology, and monitoring the effectiveness of student-centered learning and progress monitoring strategies.
- Serve as a partner with Academic and College Advisor to continue to develop and grow dual-credit/dual enrollment options for students.
- Support the implementation and frequent usage of learning management systems (e.g. Iowa, MAP, etc.) and strategic planning for developing the utilization of data to inform instructional planning and delivery.
- Create partnerships with all stakeholders to develop sustainable and high-quality innovative academic programs with measurable results.
- Support and develop regular professional development in partnership with the building principal.
- Spend copious and quality time in classrooms to observe and provide meaningful feedback.
- Develop relationships and rapport with faculty to enhance instructional coaching.
- Develop a culture of a love of learning by providing unique classroom enrichment experiences.
- Create innovative programs that perpetuate creative higher-order thinking.
- Encourage TCA's faculty and staff in growing as spiritual leaders who will guide and support our students on their journey to building their faith.
- Work closely with the academic team to continually evolve classroom practices to be focused on varying teaching and learning modalities to improve student outcomes.
- Keep TCA on the forefront of innovative and exciting enrichment program offerings.
- Promote a Christian worldview in communications with students, teachers, and parents.

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Additional Functions:

- Incorporate service opportunities by collaborating with and providing access to businesses and community members.
- Maintain involvement in organizations related to STEM fields.
- Design and host parent engagement opportunities to build community through STEM-related events.
- Design and develop courses including curriculum and academic alignment.
- As needed or desired, teach and deliver courses to middle school and/or high school students.
- Develop, cultivate, and manage the usage of an Innovation Center.
- Direct all related activities and competitions, including school-wide initiatives.
- Create a plan for the growth and success of an Innovation Center.
- Create and manage events and clubs, including: coding, robotics, and other related fields.
- Create budgets for innovation programs across junior high and high school.
- Develop, implement, and monitor progress of a long-range plan for an Innovation Center program.
- Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the school.
- Possess the ability to communicate effectively (verbally and written).
- Possess the ability to instruct and model desirable skills and attitude.
- Possess the ability to remain productive and maintain control under stress.
- Possess the ability to maintain a clear focus on a positive student and family experience.
- This is a full-time, twelve month position.

Qualifications:

- Evidence of a vibrant personal relationship with the Lord and deep desire to share that with students and families
- Strong Christian Role Model
- Master's Degree Preferred
- Experience or degree in school administration preferred
- Experience in instructional coaching preferred
- Experience in innovative and change leadership preferred

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- Proven success in a mid-size secondary school
- Excellent verbal and written communication skills
- Ability to manage finances and budgets with integrity and effectiveness
- Has a servant-leader approach to management
- Demonstrated ability to identify and implement “best practices” for academic rigor
- Demonstrated ability to think strategically and analytically
- Experience planning and/or teaching Design, STEM, CTE, and/or related fields
- Experience working with secondary level students, parents, staff, and faculty.
- Strong project management skills with the ability to document and communicate project plans effectively
- Experience fund-raising and/or grant writing
- Proficient with Google Suite, Microsoft Office Suite, and Apple products

3 Year Timeline of Implementation:

- Year One: observe and evaluate TCA's current teaching and learning model, identify areas for growth, and conduct research into recommended developments and improvements.
- Year Two: Implement innovative techniques and practices in a small group, pilot model, evaluating closely for necessary modifications and making modifications as needed.
- Year Three: Fully implement and progress monitor for best innovative practices in teaching and learning, and provide instructional coaching as needed.

Success Metric:

- Demonstrate increased student engagement and performance, positive teacher feedback, evidence of parent satisfaction, and data-informed improvement of teaching and learning models.
- For the 24-25 school year, this is a grant funded position and future funding may be determined by evidence of success.

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Physical and Mental Requirements and Work Environment:

- Ability to function well in an environment with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Regularly use close and distance vision
- May stand for extended periods of time
- Works primarily in a traditional climate-controlled school environment
- Be able to occasionally lift up to 30 lbs.

The above statements are intended to describe the general nature and level of work being performed by people assigned to the job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the job.

Employees who disclose confidential or proprietary information to those without a legitimate need to know or who disclose confidential or proprietary information observed or heard without proper authorization may be subject to corrective action up to and including termination. If an employee overhears or observes another employee sharing or discussing confidential or proprietary information in an inappropriate area, the Human Resources Office should be contacted.

Please confirm your understanding of this job description for your position with Trinity Christian Academy. By signing below, you also understand and acknowledge that your employment is at-will and either Trinity Christian Academy or you may end the employment relationship at any time, for any reason or no reason, with or without cause or notice.

Printed Name: _____

Signature: _____

Date: _____

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