

# The Commonwealth Governor's School

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## VACANCY ANNOUNCEMENT

### Director of Commonwealth Governor's School

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**POSITION DESCRIPTION:** Provides leadership for the Commonwealth Governor's School staff in the development, implementation, and evaluation of a governor's school program serving the school divisions of Spotsylvania, Stafford, King George and Caroline, and administers the program in accordance with the Commonwealth Governor's School Board, state and school division policies, administrative rules and regulations.

**QUALIFICATIONS:**

Licensure:

Preferred: Postgraduate Professional License (Administration/Supervision); Endorsement in Gifted Education

Education:

Required: Master's Degree in Curriculum and Instruction or Administration and Supervision

Experience

Required: Candidate must have at least 3 to 5 years of successful full-time experience in a leadership role in education; two (2) years of which must have been at the secondary level. Must have experience working with high ability students with academy/gifted education preferred.

Skills & Knowledge

Required: Highly effective communication, listening, and interpersonal skills; strong conceptual skills and problem-solving capabilities; knowledgeable of strategic planning and school improvement; ability to develop and effectively present ideas orally and in written form

**DUTIES/RESPONSIBILITIES:**

- Exercises leadership for the organization, administration, and supervision of all curricular and co-curricular programs of the school.
- Provides for the continuing development and implementation of an effective instructional program through classroom supervision and instructional leadership.
- Coordinate the planning, developing, implementing, and assessing of unique and innovative programs designed to meet the needs of academically talented and highly motivated students.
- Coordinate the CGS Program with programs of the participating school districts.
- Collaborates with regional administrative members on student related matters.
- Establishes and maintains an effective learning climate in the school and fosters good interpersonal relations among students and staff.
- Develops appropriate procedures for the discipline, attendance, health, and safety of the children assigned to CGS.
- Utilizes available central office administrative and supervisory personnel to insure an effective instructional program.
- Assists with the evaluation of performance of each member of the CGS staff and in establishing individual programs for improvement consistent with the division's staff development program.
- Assists participating school divisions with the student interview and selection process into the CGS program along with registration, scheduling, orientation and the development of the master schedule.
- Fosters effective home-school communication and community relations by providing opportunities for parents and teachers to discuss student progress and other matters of mutual concern, and by encouraging community involvement in school activities.
- Devises and administers a school budget, utilizing all available funds, which is consistent with division instructional and administrative goals; to supervise the maintenance of accurate bookkeeping and accounting of all state and school funds.
- Develops and maintains a good program of public relations in order to further the community's understanding and support of the CGS program.
- Assists in the following areas: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Performs other duties as assigned by the superintendent or designee.

TERMS OF EMPLOYMENT: (12 -month contract, minimum of 8 hours per day)

Please note: The Commonwealth Governor's School is a regional program between Caroline, King George, Spotsylvania, and Stafford Counties for gifted and highly motivated students. This position will be employed through Stafford County Public Schools as they will be the regional program fiscal agent for the 2024-2025 school year. If the fiscal agent were to change to another county in the future, then the employer of record would change to the county assuming the responsibilities as new fiscal agent.

Apply online at <https://spotsylvania.tedk12.com/hire/ViewJob.aspx?JobID=202>