

Outlook University Independent School Network



Director of Academic Affairs and Operations

This position represents network administration. This candidate must be highly motivated and demonstrate the ability to collaborate effectively with students and parents, staff, and community stakeholders. The Director of Academic Affairs and Operations must develop academic schedules with individual small school administration and staff, maintain OPEPs on a school-wide level as a function of collaboration with the Director of Enrollment and Student Services, and develop / maintain systems of operations regarding all independent network schools. This position is a life commitment that requires long hours and extreme self-directed abilities to meet timelines.

The responsibilities for this position consist of the following:

- Maintain student information systems regarding all identified courses
- Develop school schedules and academic operations aligned to the M.A.K.E. Learning Project System
- Maintain records regarding individual student OPEPs network-wide
- Maintain records regarding specific school-wide academic goals, objectives, benchmarks, and objective criteria
- Facilitate grade reporting at the school level
- Develop and reports upon request regarding academic records and acquired data
- Collaboration regarding recruitment and standardized testing
- Collaborate with individual network sites regarding the development of curriculum and course modules
- Collaborate regarding recruitment and standardized testing

This position is a year-round commitment.

To apply: forward resume, post-secondary transcripts, and letter of intent to jobs@ouisn.org.

Scheduling for interviews regarding this position will begin May 2nd, 2009. This position will remain open until filled.

