



### **Classroom Director Job Description**

A Classroom Director is a professionally licensed educator or professional with comparable training and experience who instructs students and guides parents in the education of their children. Their duties include:

- Instructing in core subject areas for two days of the academic week. (Most academic work comes from The Good and the Beautiful curriculum; deviations must be approved by the Education Director.)
- Pacing students' home education lessons.
- Providing external educational accountability for students and parents.
- Supporting parents in home education programming by answering questions and brainstorming solutions, especially with regards to learning difficulties, curriculum management and homeschool law compliance (but not giving legal advice).
- Advising parents on course sequencing and leveling.
- Offering enrichment courses on the weekly elective day that are in line with A One-Room Schoolhouse's values and education philosophy.
- Managing parent volunteerism in the classroom or other designated assignments.
- Reviewing end-of-year homeschool portfolios.
- Ensuring a clean, safe and welcoming environment for students.
- Developing and attending external events like field trips, student showcases and parent nights.
- Assisting the Education Director with marketing, social media and website content as needed.
- Reporting billing (changes in days of attendance, field trip fees, festival fees, etc.)
- Upholding the mission, vision and values of A One-Room Schoolhouse in the classroom and in their personal life.

The most important roles of the Classroom Director are to build a community of homeschool families who can sustain and support one another and provide a meaningful, faith-centered and rigorous education for their children.

### **Classroom Director Supervision**

Each Classroom Director reports to the Education Director for mentorship, accountability and professional development. The Classroom Director with the most seniority will be designated as the Lead Classroom Director and will assist the Education Director in mentorship and professional development. As satellite locations grow to more than one classroom, a Site Director will be designated by the Education Director as selected from the Classroom Directors at that location. The Education Director reports to the Board of Directors.

