



**NORTHWEST OHIO
CLASSICAL ACADEMY**

Position: Executive Director

Supervisor: Board of Trustees

- Provide academic advising for Upper School students, assisting with course selection, academic planning, and long-term educational goals
- Collaborate with teachers, parents, and students to monitor academic progress and address any academic challenges or concerns
- Support students in developing study skills, time management strategies, and academic independence
- Ensure that students are meeting graduation requirements and provide guidance on post-secondary options, including college and career planning
- Develop and implement systems for promoting positive student behavior, in line with the school's values and policies
- Oversee the disciplinary process for Upper School students, ensuring that it is fair and consistent
- Meet with students, faculty, and parents to address behavioral concerns and develop individualized action plans when necessary
- Serve as the primary point of contact for resolving conflicts and addressing any significant behavioral issues that arise
- Uphold the school's expectations for student conduct, both inside and outside the classroom, and foster an environment of respect and personal responsibility
- Serve as a mentor and advisor to students, providing guidance on social and personal development
- Collaborate with faculty, staff, and families to address student well-being and support students who may need additional resources or accommodations
- Organize and oversee student life activities, the house system, clubs, and events to enrich students' experience, develop character, and foster community engagement
- Assist in the development and implementation of programs that promote student leadership and character development
- Work closely with faculty, staff, and parents to ensure effective communication regarding student progress, behavioral issues, and academic needs
- Regularly meet with the Head of School and other school leaders to discuss student performance, school policies, and the overall culture of the Upper School
- Assist in the creation and revision of student handbooks, policies, and procedures related to Upper School student conduct
- Other duties as assigned