

## MOUNTAIN VISTA GOVERNOR'S SCHOOL REGIONAL DIRECTOR

Level 5

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Responsible for serving as the Regional Governor's School Director for the school divisions of Clarke, Culpeper, Fauquier, Frederick, Rappahannock, Winchester City, and Warren.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manage the school budget and finances to include oversight, coordination of purchases, and payments to vendors.
- Coordinate the planning, development, implementation, and supervision of the instructional program to meet the needs of students;
- Coordinate the hiring, supervision, and evaluating of all MVGS personnel;
- Serve as chair of the Academic Advisory Board;
- Serve as liaison to participating school divisions and Lord Fairfax Community College personnel;
- Serve as public relations liaison to multiple local, state, and national groups;
- Coordinate the MVGS program with programs of other Governor's Schools;
- Support the MVGS Foundation and alumni community to promote and fund MVGS programs;
- Coordinate and manage the technological capabilities that support the delivery of instruction;
- Provide and promote an atmosphere of high expectations which challenges the school staff and student body;
- Perform other related duties as assigned by the Governing Board.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

The candidate must possess knowledge of programs for gifted high school students; proven experience in the leadership of programs for gifted high school students. Knowledge of curriculum and instructional program development; the demonstrated ability to manage multiple priorities and deadlines; and the demonstrated ability to work in a collegial manner with groups and individuals.

### **EDUCATION AND EXPERIENCE:**

A Master's degree is required with endorsements in school administration and gifted education. Experience in the writing of grants, proposals, or a strategic plan is required and demonstrated ability to initiate and plan complex projects.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.