



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE:** EXECUTIVE DIRECTOR, BEACON LEARNING CENTER

**QUALIFICATIONS:**

1. Master's Degree or higher.
2. Certification in educational leadership, preferred.
3. Minimum of five (5) years of classroom teaching experience.
4. Minimum of three (3) years of school-based and/or district-level administrative related experience in public education.
5. Minimum of three (3) years of instructional coaching experience.
6. Minimum of three (3) years of experience in planning, developing, and/or facilitating online professional development.
7. Proficiency with Microsoft Office or Google Suite.

**PHYSICAL REQUIREMENTS:** Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

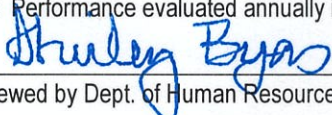
**PERFORMANCE RESPONSIBILITIES:**

1. Directs and manages all activities of the Beacon Learning Center enterprise.
2. Develops and executes an organizational business plan to meet goals and objectives.
3. Prepares and manages all contracts, adhering to Bay District guidelines and procedures.
4. Develops, monitors, and administers assigned budgets.
5. Fosters relationships with representatives from other districts, educational consortia, and FLDOE.
6. Participates in conferences and meetings as part of an ongoing public relations effort.
7. Mentors others in the use of Beacon Learning Center products and processes.
8. Recommends the employment and retention of all personnel.
9. Cultivates a collaborative working environment with Beacon Learning Center staff and with staff and leaders from other district departments.
10. Encourages communication, innovation, and refinement of the best instructional practices.
11. Coordinates the development of professional learning content and other online resources.
12. Monitors and plans activities in response to legislative initiatives.
13. Aligns Beacon Learning Center projects with district, state, and national professional development needs and initiatives.
14. Provides professional learning opportunities to support staff growth.
15. Serves as a member of Beacon's Academic Integrity Team.
16. Performs responsibilities outside normal business hours, as needed.
17. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.

  
Reviewed by Dept. of Human Resources

**APPROVED JUN 22 2021**  
Adopted by Bay District School Board

**Bay District Schools is an Equal Opportunity Employer**