

# THE ALTAMONT SCHOOL

## Summary

The Altamont School has an excellent opportunity for a Leadership Director. The Miree Leadership Center Director will be responsible for leading and managing the leadership programs in the development and delivery of leading edge, transformative, and research-based leadership educational programs that support Altamont's mission and vision, and that challenge and stretch our students to achieve their fullest potential.

## Essential Functions

- Develop an effective plan of action for running our leadership programs and community involvement from inception to completion.
- Manage daily operations that support and implement our current program objectives.
- Strategically map-out a program schedule and timeline and ensure it is followed.
- Oversee and advise students in various leadership initiatives.
- Ensure the smooth and proper functioning of current programs.
- Collaborate with stakeholders to suggest innovative plans and processes to improve program functions.
- Suggest and help create marketing initiatives to increase awareness of the program.
- Set goals for the programs and track progress and overall performance.
- Facilitate leadership collaboration, innovation, and creativity among students, faculty, staff, alumni, parents, and administration.
- Seek out new and creative educational, recreational, social, and cultural program ideas to implement.
- Assist Advancement in securing and managing program funding. Collaborate with Admissions so that prospective students have the opportunity to learn about the Miree Center.
- Provide strategic vision and strong leadership while directing our programs.
- Ensure programs always support and advance the school's mission.
- Manage internal and external stakeholders, including relationship building and communication.
- Collaborate across teams and levels with leaders, stakeholders, internal clients, and colleagues to execute programs.
- Communicate leadership and service opportunities for all students in the Morning Report and Week Ahead
- Plan and execute a leadership training workshop/seminar for Birmingham teachers, the Altamont community, and with a sister school or within an existing organization.
- Plan and execute a leadership workshop for all student leaders during registration week (athletic team captains, class officers, SGA, club officers, Honor Court officers, and LEAD).

## Required Education and Experience

- Bachelor's degree in education or a related field from an accredited university.
- 3-5 years leadership experience, preferred.
- Innovative mindset
- Prepared to manage leadership programs for 5<sup>th</sup>- 12<sup>th</sup> grades.
- Flexibility, organization, decision making and problem-solving skills.
- Has strong communication (verbal and written), public relations, and interpersonal skills.
- Ability to meet deadlines, work on multiple projects, and coordinate the work of students and community partners.

For additional information, please contact Human Resources ([humanresources@altamontschool.org](mailto:humanresources@altamontschool.org)).

*The Altamont School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. The school complies with all applicable laws regarding non-discrimination.*