

Neuse Charter School

Executive Director

Job Description

School Mission

Neuse Charter School provides innovative approaches to learning by focusing on high academic standards, critical and creative thinking skills, character development, and multicultural experiences for grades K-12. All stakeholders work cooperatively to ensure the NCS community empowers every individual to achieve his or her maximum potential.

Job Overview

The Executive Director is responsible for the successful leadership and management of the Neuse Charter School according to the strategic direction set by the Board of Directors.

Key Leadership and Management Qualities:

- Provides visionary, collaborative and innovative educational leadership
- Has successful teaching and administration experience, with a pattern of increasing responsibility in education and administration
- Demonstrates leadership experience and success in challenging and engaging students at all points along the educational performance continuum
- Demonstrates strong decision making, problem solving and conflict resolution skills; able to make difficult decisions without being divisive
- Demonstrates strong financial intelligence and long term vision for fiscal stewardship; allocates resources according to school and board goals
- Demonstrates exceptional written and verbal communication skills

Primary Duties and Responsibilities

The Executive Director is expected to successfully perform the following:

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the school
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the school
- Act as a professional advisor to the Board of Director on all aspects of the school's activities
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the school
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the school at community activities to enhance the school's community profile

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the school
- Ensure that the operation of the school meets the expectations of its stakeholders, Board and Funders
- Oversee the efficient and effective day-to-day operation of the school
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, students and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials

Instructional planning and management

- Oversee the planning, implementation and evaluation of the organization's curricula, programs and services
- Ensure that the curricula, programs and services offered by the school contribute to the organization's mission and reflect the priorities of the Board
- Monitor the delivery of instruction, programs and services of the school to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the school's mission
- Ensure that all staff receives an orientation to the school and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Financial planning and management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the school
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the schools
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the school and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Risk management

- Identify and evaluate the risks to the organization's people (teachers, staff, management and volunteers), property, finances, goodwill, and image and implement measures to control risks

This job has supervisory responsibilities.

Education

Minimum: *Master's Degree in a related field and/or equivalent combination of education, training and experience sufficient to perform the essential functions of the job. Doctoral degree, Professional Educator's License preferred.*

Experience

Minimum: *3- 5 years administrative experience or an equivalent combination of education, training and experience sufficient to perform the essential functions of the job.*

Reasoning Ability

Functional Reasoning: *Requires the ability to apply principles of influence systems, such as motivation, incentive, teaching pedagogy, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.*

Situational Reasoning: *Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of instructional programs.*

Computer Skills

A complete knowledge of Microsoft Products as used in overall management in an educational environment is required.

Human Interaction

Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.