



Executive Director Job Description

POSITION PURPOSE:

The Executive Director (E.D.) will provide leadership to the Academia Cesar Chavez (ACC) Charter School administrative faculty and staff in support of achieving the mission, vision, goals and values of the school. As a responsibility delegated by the ACC Board of Directors, the E.D. will interview, hire and dismiss all personnel. The E.D. will work to insure compliance with all state and federal laws and regulations governing the operation of charter schools. The E.D. will work to assure that ACC provides an educational environment conducive to achieving academic excellence. The E.D. will work with the Board of Directors to maintain the financial viability of the school; lead the organizational planning and manage and lead day to day operations; represent ACC in the public media and community; serve on Board Committees; and act as a liaison with ACC's Charter School Authorizer.

DUTIES AND DELEGATED RESPONSIBILITIES:

Overall School Leadership and Supervision

- Assume full authority and responsibility for all school operations; manage and lead day to day operations
- Maintain a commitment to on-going growth in self and others, supporting and participating in professional development programs
- Provide coaching, mentoring and support for the Senior Leadership Team to develop an effective working team
- Supervise School Principal
- Supervise Family and Community Director
- Supervise Senior Executive Assistant

Overall Fiscal Management

- Development, implementation and oversight of approved school budget
- Work with Financial Manager and Finance Committee to develop budget and revise as necessary
- Implement approved budget and be accountable for the administration of the budget by maximizing school resources and monitoring spending adhering to forecasted budget
- Ensure accurate financial records are retained per ACC Record Retention Policy
- Ensure adequate funding for programs
- Utilize financial and human resources effectively to accomplish the goals of the school
- Review and approve invoices
- Review and approve payroll register

Human Resources and Personnel Management

- Review and approve all final hires



- Review and approve salary scales for staff
- Conduct final interviews for teacher candidates
- Review staff evaluation reports
- Review and approve recommendations for staff dismissal
- Establish clear job descriptions for staff
- Address personnel issues and concerns in a timely manner
- Assure HR policies/documents are up to date (Employee Handbook, At Will Offer Letter of Agreement)
- Create and establish systems and processes to assure accountability

Organizational Management/Planning & Oversight

- Create a consensus mission and vision for the school and its growth and evolution
- Work effectively with the Board and staff to accomplish the mission and the vision of the school
- Involve staff, students and parents in decisions which affect them
- Monitor student performance and school assessment, results and progress
- Review and approve overall evaluation and accountability reports from all areas
- Develop long-term goals and objectives
- Work with school directors to evaluate current services and establish new programs and make changes or revisions to programs
- Ensure effective and clear internal and external communication
- Create a climate that promotes excellence
- Ensure that ACC is in compliance with all state and federal rules and regulations
- Write, edit and review necessary and required reports (Required Educational Reports to MDE, Annual Accountability Report, Annual Audit, Reports to the Board of Directors and the Authorizer and Various Policies as required)
- Provide leadership in facility planning and modification

Board of Director Governance Relations and Committee Projects

- Assist and advise the Board in determining policy additions or changes
- Bring recommendations on policy and procedural processes to the Board
- Inform and confer with Board regarding those areas which are their responsibility
- Initiate ACC Board participation in long-range planning for the school
- Advise the Board on changes or revisions to the education program and or curricula, and reasons therefore, and make final recommendations for revision of education program or curricula
- Work with Board Committee regarding facilities management, renovation and improvements
- Attend all Board meetings as ex-officio and serve on Board Committees
- Work to ensure clear and effective communication with the Board



Chartering Authority/Authorizer Relations

- Meet regularly with Authorizer Liaison
- Provide required reports to Authorizer
- Work to assure clear and effective communication with the Authorizer

Public and Community Relations/Media

- Act at all times as representative of Academia Cesar Chavez School and make certain ACC is properly publicized
- Communicate the mission, values, needs, efforts and accomplishments of the school to the broader community through publicity, advertisements, presentations etc
- Cultivate relationships with other agencies and community organizations in coordinating services for students and families of ACC
- Represent Academia Cesar Chavez to the University of St. Thomas (Authorizer), the Department of Education, the National Council of La Raza and other organizations
- Monitor the development and implementation of marketing efforts of ACC
- Bring the face of the school to the community
- Collaborate with higher education institutions and the National Council of La Raza (NCLR)

Political & Corporate Support / Fundraising & Grants

- Work with the Board to connect with key political, foundation and, corporate organizations to secure community support
- Represent ACC to prospective funders, including foundations, corporations, and government agencies
- Cultivate relationships with individuals and organizations to receive in-kind support
- Write and review grants

Legal/Compliance Management

- Assure compliance with all state and federal laws and regulations and reporting requirements

Advocacy/Public Policy and Laws

- Raise public awareness regarding the educational needs of urban students and articulate public policies on educational issues in a variety of settings such as MDE, and national and local levels of government



MINIMUM QUALIFICATIONS

Training and Experience

- Possess a minimum of 5 – 10 years experience leading a non-profit community organization
- Hold a Master’s degree in Education Administration or related field, and/or possess 5 years or more of work experience in a managerial position, or a combination of education and experience providing equivalent knowledge and credentials
- Experience in innovative education program development for at-risk urban students
- Master’s degree required

Knowledge, skills & Abilities

- Fluent in English and Spanish
- Knowledgeable about the educational and social needs of Latino and urban learners and their families. Believe that disadvantaged urban youth can achieve academic excellence
- Experience working with Latino families
- Demonstrate competency and ability to manage budgets
- Competent in hiring, training and supervising staff
- Excellent oral and written communication skills
- Demonstrate strong organizational, interpersonal and leadership skills
- Be a charismatic leader able to motivate school leadership team, teachers and other staff
- Committed to team-building and shared decision making
- Strong interest in education and civil rights
- Ability to work under pressure and capacity to withstand stress
- Ability to travel on a yearly basis
- Demonstrate the willingness and the ability to build positive relationships with ACC governing board, students, parents, school directors, teachers, staff and the broader community
- Be able to think and act quickly, creatively and strategically

The Executive Director must view taking leadership and responsibility for ensuring the academic excellence of our students as a vocation, not a job. An unyielding commitment to Academia Cesar Chavez vision of urban education as a key to community building, and a willingness to take risks and navigate uncharted waters, will be essential characteristics of the Executive Director of Academia Cesar Chavez.