



# Alliance Charter Academy

## Executive Director

### Job Description

#### **School Mission**

To Provide personalized learning through a collaboration of family, community, and school; We strive to nurture the innate curiosity of our students; ignite their passion for learning; and prepare them for lifelong success.

Alliance Charter Academy is a K-12 public charter school where every student receives a personalized learning experience. Our school community is composed of families from homeschooling and traditional schooling backgrounds.

#### **Job Overview**

The Executive Director is responsible for the successful leadership and management of Alliance Charter Academy according to the strategic goals set by the Board of Directors.

#### **Key Leadership and Management Qualities:**

- Demonstrates a proven track record of success in teaching and administration with a progressive advancement in education and administrative responsibilities
- An exceptional collaborator with the capacity to empower others and facilitate resolution of complex challenges
- An inspirational leader who seeks to foster a robust connection within the school community comprising of on-campus parents, students, and staff
- Ability to make difficult decisions without being divisive
- Demonstrates strong financial intelligence and long-term vision for fiscal stewardship and 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*

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the school
- Oversee day-to-day operation of the school by ensuring systems are in place for an effective and efficient operation that meets the expectations of its stakeholders and is aligned with the mission and vision of the school
- Promote continuous and sustainable improvement
- Drive grant-writing efforts. Collaborate with the administrative and support teams to ensure that all necessary steps are taken to secure additional funding. Follow through

with each team to make sure funding is consistently being pursued and funding targets are being met. Ensure metrics are being tracked and updated on an ongoing basis

- Work with the administrative team to perform all hiring, discipline, and termination of teaching staff, specialists, support staff and other administrators
- Monitor and evaluate progress of annual admin professional goals
- Ensure that all teaching staff evaluations are performed in compliance with state and federal law
- Perform all office staff evaluations annually
- Act as the daily, on-site supervisor of all staff and students
- Provide safety oversight in any emergency by vigilantly considering the safety of students and student family members, teachers and specialists, school and district staff, and other visitors to the school
- Ensure that all operations-related policies and safety procedures are followed
- Oversee the business office operations and collaborates in the development of the budget. Ensure that all financial operations of the school are timely, well-organized, and authorized by the adopted budget and stated policies

#### *Human resources planning and management*

- In collaboration with the admin team, determine staffing requirements for organizational management and program delivery
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- In collaboration with the admin team, recruit, interview and select staff that have the right technical and personal abilities to help further the school's mission
- 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
- Understand and integrate the community's diverse cultural, social and intellectual resources
- Promote SEL-focused and trauma-informed equitable practices
- Model principles of self-awareness, reflective practice, transparency, and ethical behavior
- Safeguard the values of democracy, equity, and diversity
- Advocate for social justice and prioritize student needs in shaping all aspects of education.

#### *Board Relations*

- Attend monthly governing board meetings
- Work with governing board to develop all employee-related policies, suggest new policies when needed, and enforce employee-related policies in conjunction with the administrative team
- Provide reports to the governing board at least monthly about school events, academic progress, pending issues, and/or school needs
- Provide other reports to the governing board as needed

### *ODE & Oregon City School District Liaison*

- Act as primary ACA point-of-contact for representatives from the Oregon Department of Education
- Act as primary ACA point-of-contact for Oregon City Public Schools 62
- Ensure that the school is in compliance with the charter school contract and negotiates the terms of contract when renewing

### *Charter School Enrollment*

- Actively participate and engage in advocacy efforts on behalf of charter schools, including working with organizations such as OR3CS to promote the success of charter programs and shaping policy related to charter schools
- Is aware of enrollment numbers and current enrollment trends
- Facilitate information sessions to inform the school community, prospective parents, and community members about the school
- Act as primary point-of-contact on any enrollment issues that pertain to the school's mission, philosophy, or curriculum
- Participate in community effort to promote the school to increase enrollment

### *Communication and Outreach*

- Communicate regularly with parents and staff (i.e. weekly emails), classroom visitations, roams building, and engages with families on-site
- Seek opportunities to engage community members to build partnerships
- Network with other charter schools for information exchange, site visits, and networking

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. 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.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee may be expected to complete other tasks as needed.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*