

CITY HEIGHTS PREP

CHARTER SCHOOL

Position Description

Title:	School Director	FLSA:	Full-time
Reports to:	City Heights Prep Board of Directors	Salary:	Competitive

City Heights Prep is seeking a highly qualified **School Director** who is enthusiastic about promoting the existing mission and vision of City Heights Prep. As a charter school, the School Director serves as both Superintendent and Principal of the School and requisite knowledge and experience is required. The ideal candidate is a mature educator who has demonstrated excellence in leading a growing urban middle/high charter school, who will be comfortable collaborating with and learning from existing school leadership and who has strengths in the areas of compliance and facilitating strategic growth, including the acquisition of a permanent facility.

City Heights Prep is unique in the diversity of our school community. Therefore, the School Director must be comfortable interacting with a multi-ethnic community, including non-English speakers.

CITY HEIGHTS PREP IS ON A MISSION!

Our mission is to provide an excellent neighborhood based and college preparatory education for middle and high school students in City Heights. City Heights is one of the economically disadvantaged communities in San Diego. Most City Heights Prep students are newly arrived refugees from war-torn countries around the world (our students speak over 30 different languages!) Our goal is to support each student holistically to achieve academic success.

Working at City Heights Prep is not for the faint-of-heart as the needs are great. But the reward of seeing our students excel is well worth the work!

WHY WORK AT CITY HEIGHTS PREP?

City Heights Prep staff are a select group of people pursuing excellence and continuous growth. They are creative thinkers who think outside the box and thrive on working collaboratively to build a schoolwide culture of academic excellence. They are innovators who want to change the face of urban education and help build a school that shows what is possible.

DESCRIPTION

The City Heights Prep Director will work closely with and report directly to the Board, with the Board delegating responsibility for the day-to-day operation of the School to the Director. The Director delegates authority to other staff as appropriate, but remains responsible for the success of the school. Broadly speaking, the Director is responsible to promote a school culture of learning, respect and interpersonal effectiveness.

KEY RESPONSIBILITIES (non-exhaustive)

Mission, Vision and Strategic Planning:

- Firmly committed to upholding the existing mission and vision of the school through strategic planning
- Implements Board-adopted policies to implement the school mission and strategic plans
- Provides strong leadership evidencing maturity, wisdom and grace in developing staff understanding and promotions of the School's mission and vision
- Leads development efforts (enrollment, expansion)

Academic Performance Monitoring:

- Creates all academic performance documents and reports required by all federal, state and local agencies as required by law and provides them to the Board for approval
- Monitors student performance towards meeting the School's charter and LCAP goals based on state and federally mandated assessments as well as other performance indicators as outlined in the School's Assessment Plan

Compliance/Governance

- Budget development
- Drafts required school performance reports for Board review
- Lead Charter review and renewal process
- Engage and oversee public, media, and political relations
- Oversee legal compliance and documentation for the Board and school
- Responsible for ongoing compliance for all mandated School requirements (*i.e.* LCAP, LEAP, SARC,
- Submits district, state, and federal compliance documents

Educational Leadership

- Facilitates ongoing data analysis to guide instruction
- Manages professional development plan to include intervention services and special education oversight
- Oversee the implementation of curriculum and programming
- Oversee selection of school curriculum
- Represent City Heights Prep as an active member of the San Diego Charter School Community
- Responsible to develop the school calendar and class schedule

Facilities

- Assists the Board in pursuing a permanent facility, including assisting with a capital campaign needed
- Responsible to maintain updated facilities policies and ensure their implementation to ensure campus safety

Family, Student and Community Relations

- Ensures safety and education for all students
- Ensures implementation of all Board adopted student and parent policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures
- Implements the policies and procedures adopted for student expulsion and recommends student expulsions to the Board, upon completion of the school-level procedures
- In coordination with the board, communicates with the media and community at large in a fashion that is consistent with the school's mission and vision
- Seeks to build positive relationships with students, families and the community at-large

Finance and Budget

- Implements the Board adopted fiscal and operating policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures.
- Drafts and submits to the Board, or a committee thereof, the School budget as mandated and regular budget updates and other required financial statements
- Manages the School's audit
- Responsible for ongoing compliance for all mandated School requirements or all fiscal and operational policies

Governance

- Ensures School compliance with the Brown Act
- In conjunction with the Board Chair, prepares for board meetings
- Oversee legal compliance, board policy development and implementation oversight
- Serves as President of the Corporation
- Prepares and delivers reports on areas of responsibility

Human Resources

- Determines the salaries for all School personnel, except the School Director, in compliance with any applicable state laws, collective bargaining procedures (if applicable), and within the salary schedules or budget approved by the Board
- Ensures implementation of all personnel policies, including the school's internal complaint procedures
- Ensures that all personnel policies are current
- Ensures that all school personnel are evaluated on a regular basis, using processes developed in conjunction with School leadership and communicated to staff
- Hires, terminates, and reassigns all school personnel other than the Director and presents those actions to the Board
- Supports the School's Assistant Director as the School's primary student and family liaison
- Values and prioritizes the input of the School's Leadership Team and Director's Advisory Committee

QUALIFICATIONS

Commitment to the City Heights Prep mission and vision and unwavering integrity is a prerequisite to employment at CH Prep

- Experience and knowledge of the requirements for charter leadership at both the superintendent and principal level including educational leadership, compliance and facilities acquisition
- Demonstrated excellence in leading a growing urban middle/high charter school
- Ability to work flexibly in a charter environment
- Maturity to be comfortable collaborating with and learning from existing school leadership

- City Heights Prep is unique in the diversity of our school community; therefore, the School Director must be comfortable interacting with a with a multi-ethnic community, including non-English speakers
- A strong understanding of the learning needs of the School's population is required, including mastery and enthusiasm for instructional pedagogy, including for ELs, special education as well as for trauma informed care
- Valid California Credential (teaching or administrative) preferred
- Belief that every student should graduate, eligible to attend the college or university of *their* choice
- Compassion coupled with a no-excuses attitude
- Experience and willingness to use data and assessments to inform instruction
- Passion for developing an extraordinary school
- Team player; excited about collaboration with colleagues and sharing best practices
- Think parents are part of the solution, not part of the problem
- Willing to engage in constant efforts to improve oneself

SKILLS

- Demonstrate skills in decision-making, problem-solving, managing change, planning, managing conflict, and evaluating
- Encourage and inspire others to higher levels of performance, commitment, and motivation
- Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity
- Model personal and professional ethics, integrity, justice, and fairness and expect the same behaviors from others
- Possess exemplary ability to communicate orally and in writing
- Protect the rights and confidentiality of students and staff

WORKING CONDITIONS

ENVIRONMENT: Indoor and outdoor settings.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and on the telephone; seeing to read and prepare documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting objects of moderate weight.

TO APPLY

To Request Application Materials:

Send an e-mail to Becky Banning, Executive Assistant, bbanning@leadershipassociates.org, and provide the following information in your email:

- Name
- Current Title
- Current Employer
- Preferred Email
- Preferred Phone Number

Consultants:

Rich Thome, Lead

Sandy Thorstenson, Co-Lead

Leadership Associates

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Applications must be completed and returned via email by 5:00 p.m. on June 2, 2018.