

Information for Applicants for the Position of CHIEF EXECUTIVE OFFICER RICHMOND COLLEGE PREP SCHOOLS

THE POSITION

Richmond College Prep Schools invites highly qualified educational leaders to apply for the position of Chief Executive Officer. The Head of School reports to the Board of Directors and is the executive authority over Richmond College Prep Schools. The Board welcomes a diverse group of candidates.

PROFESSIONAL PROFILE

Richmond College Prep Schools seeks a Chief Executive Officer who:

- Will recruit, hire, supervise, and evaluate the school's department heads
- Prepares realistic and clear job descriptions for administrators and faculty
- Interviews teacher candidates applying for jobs at RCP
- Will hold regular meetings and retreats for the faculty and staff for planning, training, and development
- Establishes, with assistance from administrators and department heads, procedures for faculty and staff
- Manages the often competing demands of the various constituencies of RCP
- Supervises all facets of school operations, including hiring, supervising and evaluating personnel
- Will evaluate and coach Director to ensure students achieve academic success
- Will schedule regular staff meetings
- Analyzes student achievement data and develop plans for improvement
- Prepares budget for approval by the Board of Directors
- Reviews and approves all expenditures over \$10,000
- Reviews and approves curriculum
- Develops and approves activities that support curriculum
- Has site management experience, including maintenance, construction and repairs
- Manages enrollment and attendance regularly and provides the Board with timely reports on these matters
- Can facilitate communication and financial operations with EdTec
- Maintains a relationship with the Board of Directors
- Is an active ex officio member of the school's Board of Directors
- Is a representative of the Board in its relations with the faculty, staff, students and patrons of the corporation
- Works with EdTec to provide an annual budget to the Board for approval
- Works with the Board of Directors, its chair, and its committees in carrying out established school policies; reviews those policies and makes recommendations for changes
- Attends Board of Director meetings, prepares reports, maintains board records, and keeps the Board updated on major aspects of the school's operation
- Works with the Board of Directors to develop a strategic plan for the school
- Ensures that action plans associated with the strategic plan are implemented at RCP
- Will extend outreach to external agencies and maintain professional relationships
- Will provide discipline and authority
- Will dismiss students for cause
- Acts as authority in all social, academic, and disciplinary matters as they affect RCP

PERSONAL PROFILE

Richmond College Prep Schools seeks a Chief Executive Officer who:

- Embodies and manifests the mission of RCP
- Articulates the vision for RCP and its future
- Monitors and addresses all matters of school climate and culture
- Ensures that the school's diversity initiatives are implemented
- Represents RCP to all of its constituents including faculty, staff, students, parents, alumni, neighborhood representatives and the business community
- Represents RCP in its relations with state and federal agencies and with local, state, regional, and national educational organizations and accrediting agencies
- Ensures the completion of an annual parent survey and fosters a culture of continuous improvement at RCP

DESIRED EDUCATION/EXPERIENCE (PREFERRED)

- Masters degree or higher with a record of continuous learning (Doctorate preferable)
- An educator with K-12 experience in California
- A strong fiscal background and understanding of the budget
- A record of focusing on students and improving achievement in a diverse community
- Experience as a teacher, principal and at least five years' experience as a central office administrator
- Bilingual candidates are encouraged to apply

SELECTION PROCESS

The Board of Directors has retained Consultant Eric Andrew of Leadership Associates to recruit qualified candidates. The consultant will screen applications and recommend candidates to the Board for interviews and further consideration. The Board will have the opportunity to review all applications submitted. Any contact with Board Members, in an attempt to influence the selection process, will be considered a breach of professional ethics. Finalists will have an opportunity to familiarize themselves with the community and schools. Board Members reserve the right to visit the District and communities of a candidate prior to a final decision.

SALARY AND CONTRACT

The salary will be competitive and based upon qualifications and experience. This approximate salary range is \$175,000 - \$225,000.

APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

- A letter of introduction
- A fully completed application form
- A resume
- Three current letters of recommendation (within the past twelve months)
- Verification of degrees and credentials (finalists only) may be a part of the hiring process

All materials will be acknowledged and treated confidentially

RICHMOND COLLEGE PREP SCHOOLS AND THE COMMUNITY

RCP (Richmond College Prep Schools) is seeking to propel itself to the next stage of its development. The applicant is to be an entrepreneurial, creative, problem solver with an interest in the development of low income urban youth. The specific goal of this development is to achieve an 80% grade level performance on state approved tests in reading and math and to develop critical thinking skills. It is also RCP's goal for its students to have high moral, social and ethical standards in order to actively participate in the life of their respective communities.

The Richmond College Prep School (RCP) was founded in 2004 with the goal of impacting the "Iron Triangle" neighborhood of Richmond through education by providing preschool and elementary school academic education, resulting in significant academic achievement, cultural enrichment, and strong moral character for students. The original enrollment was fifteen 4-year-old students in the preschool. The 2024 enrollment is approximately 600 students which includes preschool, pre-kindergarten, K through 8th grade.

Since 2010, RCP has been the highest academic performing school in the city of Richmond. Every class sets English Language Arts (ELA) and math goals, and every student sets individual goals connected to assessments. RCP provides progress monitoring for all students and interventions for students who need extra support, including Saturday School. In 2016, RCP was named by the California Department of Education a "Title 1 Academic Achievement Award School." In addition, it was recognized on the California Honor Roll as a high performing school, distinguished for academic achievement and closing academic gaps.

Richmond College Prep (RCP) provides social-emotional support for its students. Teachers implement "The Toolbox Project" and "Mindful Life," teaching student's strategies to deal with conflicts and emotions. RCP has a counselor on staff and offers many parent engagement opportunities along with two community garden workdays. RCP parents are encouraged, invited, and trained as necessary to support in the classroom and to chaperone on field trips. RCP communicates with parents via email, text, phone, meetings and small groups. RCP also holds a monthly School Site Council (SSC) and English Learner Advisory Committee (ELAC) meetings.

In partnership with the City of Richmond and West Contra Costa Unified School District Food Services Department, RCP has offered a six-week summer program, which included soccer and tennis lessons, as well as breakfast and lunch.

THE BOARD OF DIRECTORS

Neville Richardson, Chairman
David Rosenthal, Member
Sylvia Keita, Member
Leonard Pitt, Member
Julius Walker, Member
Patricia Scott, Member
Mateus Chavez, Member

Richmond College Prep Schools is an equal opportunity employer.

APPLICATION PROCESS AND DEADLINE

To request application materials for the Richmond College Prep Schools Chief Executive Officer position, please visit <http://www.leadershipassociates.org/active-searches/> and select the listing for this position.

Applications must be completed and returned via email by 5:00 P.M. on July 10, 2024

Consultant: Eric Andrew, Ed.D.

Leadership Associates

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For general information, contact:

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