

Brevard Academy- A Challenge Foundation Academy

Position Description:

The School Director is ultimately responsible for the overall operational management and vision of Brevard Academy. This includes the development and delivery of the school's program consistent with the school's mission, philosophy and goals, overseeing the school's business operations and financial health, and assuring adherence to policy and procedures. The School Director works in collaboration with the Teachers to ensure robust classrooms and educational programs that meet the new generation of students and families. The School Director is hired by the Board of Directors in consultation with the Teachers, and is the sole employee of the Board of Directors. The School Director is responsible to the Board and reports to the Board at meetings on the conduct, affairs, and operations of the school. The Director also participates with the Teachers on the development of school programs and pedagogical policies.

Essential Responsibilities:

The School Director leads and coordinates the administrative and educational activities of the school by executing the following functions either personally or through personnel.

These essential responsibilities include but are not limited to the following;

- Vision and Strategy.
- Articulate, advocate and manifest the school vision consistent with the school's mission in collaboration with the Board of Directors, Teachers, Students and Parents.
- Ultimately responsible for the overall success of the school providing the school community with educational leadership consistent with Brevard Academy philosophy and pedagogy; ensuring curriculum goals and programming are implemented.
- Provide oversight for business operations.
- Spearheads the work of the Finance Committee.
- Develops budget and approves expenditures.
- Oversees Tuition Assistance process and approves appeals.
- Supervise admissions, marketing and fundraising efforts.
- Oversee accountability for organizational policy and procedure for staff, teachers and the organization as a whole.
- Ensure the safety and well - being of all students and employees under the School's jurisdiction; supervise the operation and maintenance of all school facilities.
- Support the Board in the overall fundraising efforts for the school.

Additional Job Functions:

- Attend and participate in faculty meetings, after school activities, all Board-related meetings, functions, and events.

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- Monitor and support school organizations such as Parent, Teacher Associations/Organizations (PCA/PTO), Booster Clubs, and attend meetings as needed.
- Participate in committees and the sponsorship for student activities.
- Provide for own professional growth through an ongoing program of reading, attending county and state sponsored workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Responsible for supervision of Project MARS/AmeriCorps Member at all times when on site.
- Responsible for In-Kind documentation for Project MARS/AmeriCorps member(s).
- Responsible for Approving Project MARS/AmeriCorps timesheet monthly.
- Responsible for training Project MARS/AmeriCorps member on any site-specific information.
- Responsible for assigning specific service tasks for the AmeriCorps Member.
- Responsible for establishing the schedule of the AmeriCorps Member.
- Responsible for ensuring the AmeriCorps Member experiences a memorable service year.

Staff Management

- Supervise and support office and faculty.
- Ensure performance mid year and yearly reviews for all staff.
- Collaborate with Teachers to define the teaching and non-teaching positions needed to implement the School's programs and ensure selection and employment of competent personnel to fill positions as needed.
- Oversee and act on hiring and terminating personnel, in consultation with the Board of Directors when this applies to faculty.
- Curriculum Management.
- Ensure educational quality by periodic program evaluations. Oversee and implement decisions to move forward on any curriculum upgrades and/or changes based upon the pedagogical vision of the Board of Directors.
- Ensure adherence to student disciplinary policies and standards of conduct.
- Submit reports to external agencies as required.

Community

- Represent the school to all of its constituents including faculty and staff, parents, students, alumni, neighbors and the broader community.
- Collaborate and represent with external community partners.

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- Manage the sometimes, competing demands and interests of the various constituencies of the school.
- Monitor and address emergent community school issues in a timely manner.

Governance

- Act as an advisor to the Board including bringing to the attention of the Board such matters and data as are appropriate to keep the Board fully informed to meet its responsibilities. This includes annual budget, tuition, enrollment and fundraising recommendations, long-term planning needs, suggestions for board policy development as well as strategies for institutional betterment.
- Sustain open communication with the Board's leadership including attending Board meetings and maintaining Board agendas and minutes. Must provide the Director's report 2-7 days before the monthly board meeting. Develop, manage, and present the school budget to the Board of Directors by March of each school year.
- Serve as an ex-officio member of the Board and support committees and task forces of the Board.
- Support the Board in its efforts to raise funds for the school.
- Other duties as assigned by the Board of Directors that may be required to meet the ongoing needs of the school.

Legal/Compliance

- Ensure the school conducts its affairs in a manner congruent with its bylaws and state and federal statutes.
- Represent the school in its relations with state and federal agencies and with local, state, regional, and national educational organizations and accrediting agencies.

Facilities

- Oversee grounds and maintenance of school facilities.
- Direct maintenance and janitorial staff and serve as primary contact for the school's security resources.

Qualifications

- Must have a North Carolina Administrator License or the ability to transfer one from another state to North Carolina within a two-month period of time.
- Three years plus experience in school administration.
- Ideal candidate will have experience with Core Knowledge Curriculum, MAP testing and Compass Learning.
- Significant experience in or knowledge of nonprofit leadership.
- Master's degree or equivalent education from an accredited educational institution.

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- Substantial knowledge of applicable federal and state regulations.
- Familiarity with current best practices with Charter Schools.
- Strong Leadership and Interpersonal Skills.
- Excellent analytical and abstract reasoning skills. Ability to think strategically and synthesize complex information.
- Ability to generate creative solutions and meet challenges with resourcefulness.
- Ability to balance priorities and meet hard deadlines.
- Ability to work independently in a multitasking environment employing organizationally sound decision-making.
- Strong interpersonal, presentation and written communication skills facilitating work with all constituencies of the school community.
- Ability to manage difficult situations and maintain confidentiality.
- Inspires respect and trust; displays passion and optimism.
- Enjoys being an active team member of an administrative team.
- Strives to continually build knowledge/skills and share expertise with others.
- Provide leadership for the school's short- and long-range planning, including strategic planning. Acting as an instructional leader in advancing proven teaching and learning practices; formatting and annually adjusting the schools instructional and program plans.
- Maintain complete and accurate records of the entire school program. Establish procedures for safe storage and integrity of all public and confidential school records. Ensure all student records are complete and current. Protect confidentiality of records and information gained as part of exercising professional duties; use discretion in sharing such information within legal confines.

Evaluation:

- Performance of this job will be evaluated in accordance with the provision of the Board of Directors policy evaluation of certified personnel.
- Competitive salary based upon experience. Compensation to include Health Benefit package and paid vacation.

Application Procedure:

All applicants should submit an email letter of interest and current resume with detailed work history to Jodi Free at Platinum Business Solutions Inc. Jodih@platinumbusinessnc.com.

Applicants must complete an application at <http://brevard.teamcfa.school/about/employment-opportunities> or obtain an application at Brevard Academy- A Challenge Foundation Academy. Current employees should submit a letter of interest and resume.

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Mail Application Documents to:Platinum Business Solutions Inc.
c/o Jodi Free
102 Faircloud Court
Cary, NC 27513

**Brevard Academy- A Challenge Foundation Academy is an equal opportunity employer.
DISCLAIMER**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.