



JOB OPENING | COMMUNITY SCHOOL OF DAVIDSON EXECUTIVE DIRECTOR – 12 MONTHS

ABOUT COMMUNITY SCHOOL OF DAVIDSON

In 2004, a small group of parents, educators, and community leaders acted on their dream of opening a charter school, using The Basic School framework developed by Dr. Ernest Boyer to deliver research-based, best practice education. This commitment is conveyed in our mission statement:

Community School of Davidson believes that every student can and will succeed in ways that reflect his or her own aptitudes and interests. Our mission is to use the principles of The Basic School to provide an optimal environment for learning in which:

- *Teachers and parents work together to create an inclusive community of learning.*
- *Students are intrinsically motivated as lifelong learners through hands-on teaching and an integrated curriculum.*
- *Teachers are empowered and encouraged to teach to the needs of each individual student.*

CURRENT ENROLLMENT: 1,591 in grades K–12

CURRENT OPERATING BUDGET: \$19 million

LOCATION: Three total campuses

- **Lower School** (Grades K–7) located at 565 Griffith Street, Davidson, NC
- **Upper School** (Grades 8–12) located at 404 Armour Street, Davidson, NC
- **Spartan Park** (Athletic Facility and Ripple Blended Learning Campus) located at 13828 Beatties Ford Road, Huntersville, NC

WEBSITE: www.csdspartans.org

ABOUT THE POSITION

We are actively seeking a dynamic and visionary educator to lead Community School of Davidson (CSD) into a transformative new era, guiding us through the challenges and opportunities of the future while staying true to our educational framework and original mission and vision. As we envision the future of education, we are looking for a forward-thinking leader who can inspire innovation, continue to foster a positive and collaborative environment, and empower excellence in teaching and learning, all while preserving the core values and principles that have defined our institution. If you are passionate about shaping the future of education, embracing emerging educational trends, and ensuring the success and well-being of our students while honoring our foundational ideals, we invite you to join us on this exciting journey of growth and educational excellence.

PRIMARY DUTIES & RESPONSIBILITIES

EDUCATIONAL LEADERSHIP

- Empower and inspire staff to provide a high-quality, rigorous, educational program that is consistent with CSD's mission and vision, driven by The Basic School Framework
- Oversee and continually evaluate the school's instructional practices and curriculum
- Collaborate with the Board of Directors and school leaders to establish ambitious, data-driven school improvement goals encompassing student achievement, performance, and overall well-being
- Diligently oversee school improvement goal progress while supporting staff members in achieving and exceeding these goals and outcomes
- Oversee the use of data to inform instructional practice and to drive decision-making at the school
- Conduct comprehensive evaluations and provide effective supervision for members of the leadership team, offering constructive feedback, guidance, and support to enhance individual and collective performance, ultimately contributing to the school's overall success and mission fulfillment

EXECUTIVE LEADERSHIP

- Collaborate closely with the Board of Directors and school leadership team to formulate and execute a comprehensive strategic plan, aligning the school's mission, vision, and goals, ensuring sustainable growth and excellence in education
- Support, empower, and supervise CSD's Upper School Principal and Lower School Principal, and by extension, indirectly all educational staff including the assistant principals, teachers, educational assistants, school counselors, educational specialists, and Ripple Coordinator.

- Cultivate a positive and inclusive school environment by proactively promoting collaboration among stakeholders, fostering a sense of belonging, and prioritizing the well-being of all individuals, thereby nurturing strong, healthy relationships within the school community
- Serve as the primary staff liaison to the Board of Directors, facilitating transparent communication, providing regular updates, and ensuring seamless coordination between the school's administration team and the Board, enhancing overall governance and decision-making processes
- Regularly communicate with all stakeholders to keep them informed about the school's overall status, including academic performance, financial health, upcoming projects, and progress towards established goals, fostering transparency and engagement within the school community

GOVERNANCE AND LEGAL COMPLIANCE

- In collaboration with the Board Chair, develop agendas for monthly board meetings
- Oversee the timely and accurate filing of all legal and regulatory documents, while actively monitoring and ensuring the school's adherence to applicable laws and regulations, safeguarding legal compliance and minimizing potential risks to the organization
- Stay informed and up-to-date on current legislation and policy changes that have the potential to impact educational practices and policies at the school level, ensuring proactive awareness and the ability to adapt and align the school's practices in accordance with evolving legal requirements and standards

FINANCIAL PLANNING AND MANAGEMENT

- Work with leadership team, finance personnel, and the Board of Directors to prepare a comprehensive annual budget
- Work with the Board and leadership team to determine short and long term financial goals
- Determine annual fundraising goals and approve/oversee all fundraising initiatives
- Approve expenditures within the authority delegated by the Board
- Ensure the adherence to sound bookkeeping and accounting procedures, overseeing financial processes, and implementing robust financial controls to maintain accurate records, promote fiscal responsibility, and safeguard the financial stability of the organization
- Manage and administer the organization's funds in strict accordance with the approved budget, while diligently monitoring monthly cash flow to ensure financial resources are optimally allocated, enabling efficient financial planning and resource utilization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

- Collaborate with staff to facilitate, prepare for, and actively participate in annual audits, ensuring a seamless audit process. Implement any audit findings by developing and executing corrective action plans to strengthen financial controls and compliance measures for the organization
- Implement relevant aspects of the school's Investment Policy
- Maintain comprehensive knowledge of the school's tax-exempt bonds (Series 2018), ensuring strict compliance with all bond-related requirements and deadlines, and diligently overseeing the timely bond payments to uphold the school's financial stability and legal obligations

OPERATIONAL PLANNING AND MANAGEMENT

- Oversee the effective and efficient day-to-day operations of the school
- Supervise key operational staff directly
- Develop and oversee all administrative support activities including: human resource policies and procedures, technology planning and support, facilities maintenance and repair
- Oversee bus and transportation logistics, ensuring safety for all students
- Manage all vendors including contracts for physical supplies and required services
- Oversee all hot lunch and nutritional services ensuring compliance with nutritional guidelines, standards and regulations
- Collaborate with school principals to coordinate and develop various calendars
- Oversee community outreach and routine fundraising activities
- Ensure the establishment and maintenance of a safe and orderly learning environment by implementing and enforcing comprehensive safety protocols, fostering appropriate behaviors, and proactively addressing any issues that may disrupt the educational environment

COMMUNITY RELATIONS & ADVOCACY

- Communicate with all stakeholders to keep them informed of the work of the school
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization, in particular:
 - North Carolina Department of Public Instruction
 - Office of Charter Schools
 - Town of Davidson (Lower and Upper School campuses)
 - Town of Huntersville (Spartan Park Campus)
 - Charter Coalition

- North Meck/Lake Norman Charter Alliance (Pine Lake Preparatory, Lake Norman Charter School, Lincoln Charter School, Bradford Preparatory)
 - Bond Owners
 - Local Universities (Davidson College, UNC-Charlotte, Queens University of Charlotte, etc)
 - Legislators/Government Officials
 - Oversee the organization's website, electronic communications, and social media properties to accurately represent the school's mission and values
 - Develop and execute marketing and communications plans to attract a diverse student population to the school and support essential development initiatives, ensuring effective outreach and engagement with prospective students, families, and donors
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QUALIFICATIONS

EDUCATION | Master's Degree in Educational Leadership or a related field preferred. Minimum educational requirements would include a Bachelor's Degree in Education or a related field, along with 5+ years of training/experience related to the requirements of the job description. *A Professional Educator's License is preferred for this role.*

EXPERIENCE | Proven track record of 5+ years of experience in educational leadership, including prior roles in classroom instruction, school leadership positions, and administrative roles, showcasing expertise in operation management and a deep understanding of effective educational practices

SKILLS & CHARACTERISTICS

- Strong understanding of The Basic School framework and philosophical alignment with this framework and the CSD mission and vision
- Comprehensive knowledge of charter school operations, policies, and regulations
- Visionary thinker with the ability to develop and execute a strategic plan that aligns with the school's mission, vision, and goals
- Excellent financial acumen, including budgeting, financial management, and fundraising experience
- Proficiency in spreadsheet applications and demonstrated ability to quickly learn and adapt to new technologies, utilizing these skills to enhance administrative efficiency and data management within the school's operations
- Effective communication skills for engaging with stakeholders, including the Board of Directors, staff, students, parents, and the wider community

- A commitment to equity and diversity, with the ability to create an inclusive and welcoming school environment
- Proficient in data-driven decision-making and using data to inform instructional and operational improvements
- Strong problem-solving skills with the ability to listen and to consider all perspectives
- Knowledge of best practices in curriculum development, instructional strategies, and student assessment
- Dedication to student success, with a focus on the whole child
- Collaborative leadership style that prioritizes relationships
- Approachable, available, and visible to all stakeholders on all campuses
- Ability to bring all stakeholders together, through consensus building, towards common purposes and goals
- Ability to navigate complex educational policies and advocate for the school's interests
- Strong organizational and time-management skills to manage multiple priorities effectively
- High ethical standards and a commitment to transparency and accountability
- An innovative mindset to explore new educational approaches and partnerships

SALARY AND BENEFITS

SALARY: \$90,000 - \$135,000

BENEFITS:

CSD employees receive NC state employee benefits including:

- Health Care with BCBS
- Supplemental benefits
- 401K

APPLICATION REQUIREMENTS

Interested applicants should submit the following materials:

1. Complete our online application. <http://bit.ly/csdemployment>



SCAN ME

2. Upload the following into the online application form:

- **Letter of Intent** including:
 - i. Summary of specific qualifications that match this job description and the Community School of Davidson mission and vision
- One page **statement of educational philosophy**
- Current **resume or CV**

Contact: Email Lauren Watters at lauren@lbleaders.com for questions regarding the application process.

The position will remain open until filled. Candidates who apply and meet the qualifications and experience will be contacted.

*** Community School of Davidson is an equal opportunity employer and does not discriminate against any person on the basis of sex, race, color, religion, age, or disability in any of its educational or employment programs or activities.*