

Cape Fear Center for Inquiry Director of Education Job Posting

Cape Fear Center for Inquiry, a K-8 public charter school in Wilmington, NC, is seeking a Director of Education for the 2024-2025 school year.

The Director of Education leads an administrative team of professionals in supporting the faculty and is accountable for the educational performance and improvement of CFCI. The Director of Education is also responsible for the internal and external relationships with faculty, staff, CFCI Board of Directors, students, parents, the Partnership, the NC Department of Instruction and the general public. The Director of Education is responsible for the oversight of curriculum and instruction and its impact on student learning, growth, and achievement. The Director of Education is a Co-Director in the school along with the Director of Operations.

Reports to: CFCI Board of Directors

Desired Education: Doctorate or Masters Degree in Curriculum, Education, School Administration or related field

Certification: Must have or be able to obtain a NC Administrator License within 12 months of employment

Years of Experience: 3-5 years of classroom experience; 3-5 years of school administration experience

Position Type: 12-month, full time

Salary: Commensurate with education and experience

CFCI Director of Education Job Responsibilities

Serve in Collaboration with the Co-Director and CFCI Board of Directors

- Works effectively with the Board, serving as educational leader for the Board, district, and community.
- Implements policies approved by the Board, recommend changes, if appropriate, and develops, implements, and informs the Board of administrative procedures necessary to implement board policy.
- Proactively identifies and addresses potential barriers to the realization of the Board's vision for the school.
- Engages in leadership development opportunities provided by the Board.
- Works closely with Board leadership to develop meeting agendas that include student achievement.
- Serves as a key, effective member of the Board/Executive Committee and Teacher Council and leads the CFCI staff to meet the established goals.

Analysis and Planning

- Co-facilitates the implementation of strategic plans developed with the CFCI Board of Directors to maintain the mission of CFCI, pursues the vision of CFCI, systemically improves inquiry-based instruction and supports the social curriculum of CFCI.
- Communicates research information, performance results, and educational needs to the Board for possible board action.

- Facilitates effective, data-driven decision-making.
- In collaboration with the Direction of Operations, prepares, advocates for, and implements an annual budget that addresses CFCI goals and meets the needs of all students; ensures the budget best serves the mission, vision, and goals of CFCI.
- Collaborates with the Director of Operations and Leadership Team to facilitate resource acquisitions to support inquiry learning.
- In collaboration with the school community, develops, coordinates and puts in place an annual system to evaluate CFCI's "school climate;" reports results to CFCI Board of Directors and community annually.
- Under the direction of the CFCI Board of Directors, and in collaboration with the Leadership Team, facilitates development of plans to maintain and/or improve perception of CFCI by parents, students, staff and the local community.

Student Conduct/Discipline

- Mediates toward resolution in situations involving discipline disputes and parent concerns; documents steps taken to resolve such issues.
- Exercises final authority for decisions regarding student conduct issues and academic placement.
- Ensures proper documentation and data collection of student discipline.
- Facilitates Long Term Suspension and Manifestation Determination along with EC Coordinator and other team members.

Public Relations/Communication

- In collaboration with the Director of Operations, acts as North Carolina Department of Public Instruction contact for the school.
- Co-serves as CFCI's LEA representative for the Board of Directors
- Attends meetings required of charter school directors and charter school conferences, as appropriate; provides written reports to the board and faculty summarizing information conveyed at these meetings.
- Collaborates with UNCW through Professional Development System, student interns, field experiences, professional development, etc.
- Ensures proper administration of the lottery process.
- Coordinates promotion of CFCI's reputation in the larger Wilmington area; maintains positive relations with other local educational institutions.
- In collaboration with the Director of Operations, coordinates fundraising efforts with the CFCI Development Committee.
- Collaborates with the Director of Operations to provide leadership for grants.
- Ensures regular distribution of school newsletter to the community at large.
- Coordinates development and distribution of school calendar, including dates of school wide events (i.e., Field Day, Turkey Trot, Winter Festival, and End of Grade Tests).
- Screens all public communications (other than teachers' memos to their classroom parents) for appropriateness and approves all documents to be disseminated for any purpose to the greater CFCI community.
- Collaborates with faculty/staff and seeks input where appropriate.
- Co-monitors with Director of Operations, progress within CFCI's Strategic Planning goals.
- In collaboration with the Co-Director, ensures that actions of the school and community align with the CFCI vision. In addition to the above responsibilities, the Director will build and maintain relationships with stakeholders and engage in long-range planning aligned with the

vision of the CFCI Board of Directors.

Personnel

- In collaboration with the Director of Operations and the Leadership Team, hires personnel for CFCI and ensures that each employee is properly supervised and evaluated; makes recommendations to the CFCI Board of Directors for termination of employment.
- In collaboration with Leadership Team, direct supervision of faculty and staff members.
- Collaborates with the Director of Operations to ensure proper distribution of employee contracts, salary calculations, separation of service paperwork, etc.
- Implements the Board approved staff evaluation process that is based on effective performance, in accordance with State statute.
- Oversees the professional conduct and performance evaluation of designated staff members using a Board approved evaluation process that is based on effective performance.
- Leads by example and ensures full adherence by staff and faculty to the concepts outlined through Responsive Classroom. Coordinates annual evaluation of faculty and staff on the manner in which they espouse the tenants of the social curriculum using the input gathered from the established evaluation process.
- Identifies gaps between faculty and staff self-evaluations and other components of the evaluation processes; collaborates with the Leadership Team to provide support and resources to lessen those gaps and/or creates and oversees Improvement Plans, as necessary.
- Collaborates with the Director of Operations to ensure proper documentation of the Improvement Plan/Corrective Action process, including faculty/staff performance deficiencies as well as progress, growth and improvement.
- Ensures staff and faculty accountability when a breach of policy or procedures is established; collaborates with administration to ensure proper documentation and record keeping.
- Within the context of CFCI's policies and in collaboration with the Director of Operations, serves as consultant to provide information, guidance and support to individual employees and Leadership Team about personnel issues.
- In collaboration with the Director of Operations, receives, ensures proper documentation of, and categorizes grievances (employment, interpersonal, business).
- Oversees Beginning Teacher Support Teams and teacher licensure processes; collaborates with the Director of Operations and the Leadership Team members to ensure compliance with DPI.
- Ensures compliance with State mandated requirements for Beginning Teacher Support Plans (BTSP).
- Oversees individual state and federal compliance responsibilities (i.e. testing, EC services, disciplinary statistics, Beginning Teachers, licensure, etc.)
- Serves as liaison to the Partnership's Executive Board.
- In collaboration with the Director of Operations, coordinates filling any faculty/staff vacancies using procedures that comply with policies and best practices.
- Ensures compliance with all local, state and federal guidelines and regulations.
- Allocates personnel resources to best meet the needs of the students. This includes grade/loop level teacher assignments and schedule development.

Additional Roles and Commitments

- Responsible for assessing educational programs, ensuring compliance with state and national guidelines.
- Responsible for facilitating professional conversations with the faculty/staff, Board of Directors, parents/guardians, and community stakeholders regarding student growth and achievement,

including opportunities for growth and improvement.

- In collaboration with the Director of Operations, leads the Leadership Team.
- Signs and commits to CFCI's Ethics Policy and Confidentiality agreement.
- Acts as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members.
- Performs all other duties and responsibilities assigned by the CFCI Board of Directors and Executive Committee.
- In collaboration with the Director of Operations, serves as a mediator and/or investigator as needed for Discipline, Personnel, Grievance concerns, etc.
- Serves on assigned Board Committees.
- Attends school-wide events, whenever possible.
- Attends all CFCI Board of Directors' meetings.
- Serves on the Safety/Crisis Team.
- Liaison to Student Information Systems Provider.
- Responsible, in collaboration with the Director of Operations, for overall Charter health.
- Co-serves with the Director of Operations as Parent Collaborative Network liaison.
- Responsible, along with the Leadership Team, for all handbooks.
- Responsible for any severe bullying incidents.
- Responsible, alongside the Co-Director, for marketing the school for purposes of awareness, lottery, and community development (including grants and gifts).
- Other duties, as assigned.

START DATE: July 1, 2024

APPLICATION DEADLINE: Open until filled. Priority consideration will be given to applications received on or before March 31, 2024.

Interested applicants should apply using the following link on Indeed:

<https://www.indeed.com/job/director-education-bddf9fbc693d5bd8>

Any questions regarding this posting should be directed to Dr. Susan Graziano at sgraziano@cfc.net.