



Job Posting: Executive Director for Charter School (Head of School)

Position Title: Executive Director

Location: Angier, NC- Wake County

About Us: Carolina Charter Academy is a K-8 elementary and middle school that began in 2019. For the 2024-2025 school year, we have 900 students enrolled and waiting lists for all grades. We have a dedicated community and are launching a cohort for a blended remote academy while also planning a high school expansion.

We are committed to providing an outstanding education that promotes academic excellence, personal growth, and a passion for discovery and problem-solving. Our goal is to inspire students to become lifelong learners and active members of their communities.

Job Description: Carolina Charter Academy's Board of Directors are seeking a dynamic and experienced Executive Director to lead our charter school. The Executive Director will be responsible for overseeing all aspects of school operations, including academic programs, staff management, budgeting, fundraising, and community relations. The ideal candidate will have a strong background in education leadership, a passion for student success, and the ability to create a positive school environment.

Key Responsibilities:

- Lead the development and implementation of the school's vision and strategic plan.
- Manage day-to-day operations, ensuring a safe and effective learning environment.
- Oversee academic programs and curriculum development to meet state and federal standards.
- Supervise and support faculty and staff, fostering a collaborative and motivated team.
- Develop and manage the school's budget, ensuring financial stability and sustainability.
- Lead fundraising efforts and cultivate relationships with donors, sponsors, and community partners.
- Ensure compliance with all relevant laws, regulations, and charter agreements.
- Engage with parents, students, and the community to promote the school's mission and programs.
- Work closely with the Board of Directors, providing directors' reports at monthly board meetings.

Qualifications:

- Master's degree in Education, Educational Administration, or a related field.
- Minimum of 5 years of experience in education leadership, preferably in a charter school setting.
- Proven track record of successful school management and academic achievement.
- Strong understanding of educational policies, regulations, and best practices.
- Excellent communication, interpersonal, and organizational skills.

- Ability to inspire and lead a diverse team and student body.
- Experience in fundraising and community engagement is highly desirable.

Compensation:

We offer a competitive salary with a comprehensive benefit package.

Application Process: Interested candidates should submit the following:

- A cover letter outlining their qualifications and vision for the role.
- A detailed resume.
- Contact information for three professional references.

Please send your application materials to boardchair@carolinacharter.org by Monday July 8, 2024.

Join our team and help shape the future of our students!

Carolina Charter Academy is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.