

Executive Director Job Description

Forest Charter School

School Governance

School Charter

- Responsible for renewal and enforcement of the school charter

Administrative Team Oversight

- Works with admin team to identify and develop short and long term goals
- Provides support in achieving goals
- Monitors progress of admin team toward completing goals
- Ensures whole school is considered in decision making (i.e. grades K-12, individual learning centers, school cultures at each learning center, etc)

School calendar

- Develops an annual school calendar that considers all of Forest Charter School's learning centers and brings it to the Board of Directors for approval

School Wide Action Plan

- Leads the process to develop the school-wide action plan
- Provides oversight of action items and checks in with identified leaders for each action item
- Updates School wide action plan as needed
- Provides updates of changes, additions and progress on the action plan to the Board of Directors

School Finance

- Provides oversight of all FCS fiscal operations and activities
- Works with Business Director to develop a budget
- Provides direction for short term and long term spending priorities
- Works with Business Director to frequently review the school budget and to ensure that the spending does not cause deficit spending
- Works with Business Director to develop a three year budget plan
- Works with Business Director to analyze school cash flow to ensure fiscal stability

Governance – Board of Directors

- Participates , in accordance with the FCS bylaws as the President of the Board of Directors (a non-voting position)
- Prepares and presents reports to the Board of Directors or delegates the responsibility as appropriate
- Assists the board chairperson in the development of board agendas
- Ensures that agendas are posted in a timely manner

Staff Meetings

- Sets the staff meeting schedule
- Sets the staff meeting agenda
- Facilitates the staff meeting
- Identifies, prepares and facilitates trainings and workshops or brings in outside trainers as needed

Legal compliance

- Stays current on Charter-related Laws and information
- Stays current on Legal issues for independent study schools
- Leads the school in compliance with policies and regulations
- Understands and adheres to local, state and federal policies and requirements
- Oversees all legal matters including but not necessarily limited to Leases, Contracts and MOUs
- Ensures FCS is prepared for the state audit

Policies

- Reviews existing policies for relevance and updates as needed
- Identifies and develops new policies as needed

Facilities

- Reviews facility needs annually
- Researches possible facilities and negotiates leases on behalf of the school
- Oversees facility compliance and other facility issues as needed

School Vision

- Promotes the school vision
- Ensures that school decisions align with the school vision

Foundation

- Sits on the Forest Charter School Education Foundation as a non-voting advisory member
- Reports to the Charter Council about foundation activities as needed

School Community, Public Relations & Leadership

Public Relations/Community Outreach/Marketing

- Participates in school and community events
- Acts as the spokesperson for Forest Charter School
- Represents Forest Charter School at school events, in the educational community

Communication

- Utilizes an effective leadership model to promote communication and collaborative decision making
- Liaison between FCS and NCSOS as well as other charter schools within the Nevada County Charter Services Authority and throughout the state
- Oversees and participates in the FCS monthly newsletter
- Demonstrates consensus building
- Provides a positive environment in which dialog may occur
- Promotes trusting and supportive relationships with staff, students and parents
- Maintains visibility and an “open door” policy with families and staff
- Values, recognizes and celebrates the contributions of all employees

School Safety

- Oversees the development and implementation of the school wide safety plan
- Works with the FCS administrative team, county agencies, and local law enforcement to establish a safe school environment including physical, intellectual and emotional safety as a well as respect for differences and diversity
- Works with the FCS administrative team to develop clear consequences for students who do not follow the rules and/or create an unsafe environment for other students

Educational Program

Supervising Teacher Support

- Motivates staff to develop and utilize authentic, realistic methods of instruction and assessment to measure student progress toward learning expectations and standards
- Supports conflict mediation as needed
- Conducts staff evaluations according to evaluation policy/procedure
- Researches and supports professional development for the staff
- Works one on one with staff to develop professional development needs and supports them in attaining these goals

Educational Program Development & Management

- Involves the staff in the continuous development and improvement of educational programs
- Ensures that the educational program reflects the best instructional principles/methods
- Facilitates implementation of new and existing programs

Curriculum and Instruction

- Facilitates the implementation of Forest Charter School's program to promote student achievement
- Has a clear understanding of and promotes state content standards and assessments

Staffing needs (hiring)

- Evaluates and determines hiring needs
- Conducts interviews and makes the final decision regarding who to hire
- Ensures that new hires fit the Forest Charter School personalized learning model/philosophy as well as fulfill the school's credentialing needs

New Teacher Support

- Ensures that a comprehensive new-teacher training program is implemented
- Pairs new teachers with a mentor who will support their transition to FCS
- Checks in with new teacher and/or mentor to evaluate progress and helps to adapt the support as needed

WASC, Single Plan, SARC and other required reports

- Ensures all required reports are completed, reviewed and submitted in a timely manner

Special Education

- Participates as a voting board member of the Nevada County Charter Services Authority (NCCSA)
- Works with NCCSA staff to ensure adequate staffing is in place
- Works with NCCSA staff to ensure legal compliance under the individuals with Disabilities Act (IDEA)
- Attends IEP meetings as the administrator or sends a designee

Student Support Team (SST)

- Ensures that the SST process is clear and that the intervention process is properly implemented.
- Attends SST meetings when needed

504s

- Facilitates the 504 process or delegates the responsibility as appropriate
- Conducts reviews of existing 504s to ensure legal compliance and appropriate student support

Other duties as needed

Physical Demands:

- Frequent: Sitting, walking, standing,
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs/Carry 25 lbs

Initial Salary Placement and Annual Evaluation by Charter Council

Charter Council Approved: February 11, 2014