

New Foundations Charter School

Job Description

Title: Chief Executive Officer

Job Description (Objective and Expected Outcomes): The Chief Executive Officer (CEO) will lead the New Foundations Charter School, its teachers, staff, students, parents, and community in identifying, setting, and meeting the highest standards of excellence, and in implementing the programs and strategies necessary to achieve those high standards so that each student will realize his/her full potential.

Responsibilities:

- Basic Tasks
 - Leadership of the School
 - Accountability for Results
 - Leadership and Membership of Teams
 - Planning and Planned Change
 - Improving Organizational and Student Performance
 - Effective and Integrated Governance
 - Decision Making
 - Personal and Professional Relations
 - Budget and Finance
 - Legal and Administrative Obligations
 - Progress toward and completion of annual and long term goals
 - Any and all other appropriate duties as assigned by the Board of Trustees and/or required by statute, regulation, or policy
- Leadership
 - Acts ethically and professionally at all times
 - Serves as the chief executive officer of the school and sits on the board of trustees as a non-voting member to advise the board regarding the operation of the school in ways to achieve its vision, mission, purposes, and objectives
 - Acts as the chief education officer of the school to obtain optimum performance of personnel and higher student achievement
 - Establishes and implements a leadership agenda that guides the attention and focus of all stakeholders on the issues and efforts that produce better performance
 - Serves as the representative of the staff and brings the concerns and communications of the staff to the board for consideration
 - Leads the efforts to create a positive and productive climate and a culture that both values and produces high achievement

- Recommends organizational designs that shape success at all levels of school operation
- Recommends to the board all courses of study, supporting materials and supplies, programs, personnel, policies, upgraded and new facilities, and the expenditures necessary to support those recommendations
- Works with staff, students, parents, and community to establish and maintain an effective culture and safe climate that supports the improved organizational performance and higher student achievement
- Maintains a positive relationship with public officials, law enforcement officers, business and community leaders, universities and colleges, and school district personnel, and invites participation in the development and implementation of school plans
- Accountability for Results
 - Sets high expectations and standards for the academic and social development of all students and the performance of adults
 - Demands content and instruction that ensures student achievement of academic standards as outlined in the charter agreement
 - Uses multiple sources of data collection to analyze barriers to achievement and to identify and apply instructional improvement strategies
 - Prepares staff members to measure and assess progress in implemented plans
 - Actively engages the community to create shared responsibility for student and school success
 - Assumes responsibility for the administration of the existing programs and services and for the expansion and maintenance of student enrollment
- Leadership and Membership of Teams
 - Leads or delegates the leadership of all teams within the school and establishes and maintains a program of training necessary to prepare all members of the staff, students, and selected members of the community to work effectively on teams to promote and ensure higher levels of performance and achievement
 - Serves as the chair of the Leadership Team and as a member of all school level teams
 - Provides for the monitoring and evaluation of team leaders and team performances
 - Serves as an ex officio member of all board committees, including Personnel, Finance, Curriculum, Discipline and Safety, Audit, and Policy, as well as any others formed by the board
 - Serves as a representative of the school on any local, state, and regional councils, boards, and bodies so approved by the board
- Planning and Planned Change
 - Develops and implements plans to achieve goals established in the charter application and by the CEO in conjunction with the board
 - Monitors and assesses the development, implementation, evaluation, and modification of a program of education designed to meet the needs of

- students, including those identified as special education, basic skill, gifted and talented, and English Learners, and to sustain higher achievement
 - Establishes and maintains organizational structure and personnel planning practices that obtain improved performance results
 - Initiates, strengthens, and maintains positive relationships in the best interests of the school in working with the community and with all other appropriate organizations
 - Establishes a system of maintaining and reporting performance data that supports the planning and problem solving needs of the school
 - Monitors and assesses schedule and assignment processes to insure the effective and efficient use of time to protect the social and emotional development of students and the academic subjects from disruptions
- Improving Organizational and Student Performance
 - Develops, implements, and monitors programs to recruit staff and students
 - Designs, implements, and oversees a program of effective supervision and evaluation of all personnel in the school
 - Supervises and evaluates all members of the leadership team and is responsible for the effective performance of all personnel
 - Evaluates the staff responsible for the development, adoption, evaluation, and modification of an effective program of student evaluation, including the administration of mandated testing and any other programs adopted by the board
 - Leads and monitors the staff in the development, adoption, evaluation, and modification of an effective program of student behavior and discipline that promotes safety, social well being, and higher achievement
 - Leads personnel in the collection, maintenance, analysis, and appropriate use of data to initiate planned improvement strategies
 - Reviews and approves all recommendations for professional development and training for their relevance and contributions to improved employee performance and improved student behavior and achievement
 - Modifies the organization design to better accomplish performance goals
- Effective and Integrated Governance
 - Cooperates with the board president or designee and committee chairpersons in the preparation of agenda and materials for board meetings
 - Coordinates the efforts of school committees to prepare items for board consideration
 - Shares appropriate information with the board within an appropriate time period to support board deliberations and decision making
 - Oversees and coordinates all efforts by the staff to follow-up board decisions and requests
 - Reports all pertinent performance information to the board for its use in discussions and decision making
 - Participates in the self assessment and professional development of the board.
- Decision Making

- Establishes processes by which the leadership team will make recommendations for CEO approval and, if needed, approval by the board of trustees
- Establishes a clear and positive customer focus on students and parents and makes decisions that maintain open and positive interactions
- Makes rational judgments and decisions that are based on individual and organizational needs
- Makes decisions that maintain an effective and efficient organization
- Prepares the organization and staff members at all levels to make appropriate and effective decisions
- Models decision making techniques that include acquisition of appropriate information, appropriate problem analysis, and the development of credible options that are explored before selecting the option most likely to succeed
- Prepares everyone in the organization to be a leader and effective decision maker and prepares individuals to become formal position leaders
- Personal and Professional Relations
 - Establishes and maintains effective two-way communications with stakeholders regarding perceptions, expectations, and results
 - Models a personal belief system that is based in honesty, trustworthiness, unselfishness, and life long learning.
- Budget and Finance
 - Develops and implements the budget in conjunction with stakeholders to protect the public's investment in the school and to meet the educational needs of all students
 - Ties multi-year performance improvement and pupil achievement improvement to annual budget preparation and specific line items
 - Meets all calendar deadlines required by the local board, Philadelphia School District, and the state related to the development, adoption, and implementation of a budget
 - Oversees the management of budget and financial accounting processes
 - Oversees the annual realignment of programs, expenses, personnel, and structures to ensure the most effective and efficient use of resources
 - Fulfills all duties of the position of Advisor of the 8001 Torresdale Corporation Board of Trustees and coordinates that board's efforts to pay for the school facilities with the planning efforts of the school's board of trustees
- Legal Obligations
 - Accepts fiduciary responsibility for all program related funding and expenditures
 - Interprets and supervises the application of all laws, regulations, policies, and procedures pertinent to the operation of the school
 - Utilizes knowledge of laws, regulations, policies, and procedures pertinent to the operation of the school to creatively solve problems and support the attainment of the vision, goals, and other targets

- Duties Assigned by the Board of Trustees and/or Required by Statute or Regulation
 - Ensures that full and accurate minutes of all meetings of the board of trustees are kept and that a copy of such minutes are provided to each member of the board, its attorney, each member of the leadership team, and members of the public as requested
 - Ensures, through direct effort or delegation, the preparation, submission, and maintenance of all necessary records, reports, and plans required by statute, and/or the request of the board
 - Maintains separate records and files for the school's board of trustees and for the 8001 Torresdale Corporation board of trustees
 - Represents and fulfills the obligations of the school in communicating and meeting with government and other agencies at the federal, state, county, and local levels
 - Works with the business administrator to ensure that all financial and budget documents, records, files, audits, and all contract and board commitments, etc. are properly maintained and administered
 - Maintains and oversees all personnel records, files, certifications, salary and benefit information, contracts, employment letters, attendance, leaves, sick and vacation time, and all contract and board commitments, etc.
 - Recommends and supervises the maintenance, financial support, improvement, and expansion of buildings, facilities, and equipment
- Progress toward and completion of annual and long term goals
 - Progress toward and the completion of annual goals is reported quarterly
 - Progress toward and the completion of long term goals is reported semi-annually
 - Supports and facilitates the work of each member of the leadership team toward the completion of their individual and team goals
- Any and all other appropriate duties as assigned by the board of trustees and/or required by statute, regulation, or policy

Reporting Relationships: The chief executive officer reports directly to the board of trustees and is responsible for the direct supervision and evaluation of all members of the leadership team, as well as the indirect supervision and evaluation of all other members of the staff

Degree and Certification Requirements: The chief executive officer shall have earned a Masters degree, its equivalent, or a higher degree; standard certification as a building administrator or certificate of eligibility; and have served a minimum of five years in education, at least two of which were in a leadership role. In addition, the chief executive officer must have all background clearances required under applicable law and/or required by Commonwealth of Pennsylvania or Pennsylvania Department of Education and meet all legal and eligibility requirements for charter school administrators under applicable law and/or as required by the Commonwealth or Pennsylvania Department of Education.