

# Shining Rock Classical Academy: A Challenge Foundation Academy School Director Job Description

**Reports to:** Board of Directors

**Reporting to this Position:** Assistant School Director, Director of Student Services, Business Manager, Office Manager, Teachers, and Staff

## **Job Summary**

The School Director serves as chief executive for Shining Rock Classical Academy: A Challenge Foundation Academy in partnership with the board and is responsible for the success of Shining Rock. The School Director will embrace the charter, mission, and vision of the school and engages all students, challenging them to excel through our six core values: Integrity, Respect, Compassion, Responsibility, Wisdom, and Leadership.

The board delegates responsibility for management and day-to-day operations to the School Director, and he or she has the authority to carry out these responsibilities, in accordance with the direction and policies established by the board. The School Director provides direction and support to the board as it carries out its governance functions.

## **Accountabilities**

### **1. Legal compliance**

- Assures the filing of all legal and regulatory documents, and monitors compliance with relevant laws and regulations.

### **2. Mission, policy, and planning**

- Helps the board determine Shining Rock's values, mission, vision, and short- and long-term goals.
- Helps the board monitor and evaluate Shining Rock's relevancy to the community, its effectiveness, and its results.
- Keeps the board fully informed on the condition of Shining Rock and on all the important factors influencing it.
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the board and/or its committees; facilitates discussion and deliberation.
- Informs the board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions.
- Keeps informed of developments in public education reform, the charter school movement, not-for-profit management and governance, philanthropy, and fund development.

### **3. Management and administration**

- Provides general oversight of all Shining Rock activities, manages the day-to-day operations, and assures a smoothly functioning, efficient charter school.

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- Assures program quality and charter school stability and sustainability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assures a work environment that recruits, retains, and supports quality staff and volunteers. Creates and sustains a process for selecting, development, and motivating staff and volunteers.
- Recommends staffing and financing to the board of trustees. In accordance with board action, recruits personnel, negotiates professional contracts, evaluates teachers and staff members, and sees that appropriate salary structures are developed and maintained.
- Administer curriculum, scheduling, enrollment, and school calendar; serve as instructional lead.
- Provide leadership and direction to teachers and staff.
- Supervise and observe instructional practices in the school, including coaching and mentoring directly or through other staff and/or professional development programs.
- Establish initiatives to continuously improve the school's working conditions for teachers and staff.
- Ensure teachers are equipped to address all student needs and disciplinary issues, including support for them and escalation when needed.

#### **4. Academic Oversight**

- Develops and manages performance of the principal, instituting accountability systems to ensure that charter promises are met and exceeded.
- Develops and leads process for assessing the needs of the instructional program, planning, implementing, and evaluating short- and long-term academic goals
- Supervises the processes for recruitment, selection, initial training, ongoing professional development, and evaluation of teachers and staff.

#### **5. Governance**

- Helps the board articulate its own role and accountabilities and that of its committees and individual members, and helps evaluate performance regularly.
- Works with the board chair to enable the board to fulfill its governance functions and facilitates the optimum performance by the board, its committees, and individual board members.
- With the board chair, focuses board attention on long-range strategic issues.
- Manages the board's due-diligence process to assure timely attention to core issues.
- Works with the board officers and committee chairs to get the best thinking and involvement of each board member and to stimulate each board member to give his or her best.

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- Recommends volunteers to participate in the board and its committees.

## 6. **Finances**

- Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
- Oversees the fiscal activities of the charter school, including budgeting, reporting, and auditing.
- Works with the board to ensure financing to support short- and long-term goals.
- Assures an effective fund-development program by serving as the chief development officer or hiring and supervising an individual responsible for this activity.
- Helps guide and enable the board, its development committee, and its individual board members to participate actively in the fund-development process.
- Helps the board and its development committee design, implement, and monitor available fundraising plan, policies, and procedures.
- Participates actively in identifying, cultivating, and soliciting donor prospects.
- Assures the availability of materials to support solicitation.
- Assures the development and operation of gift management systems and reports for quality decision-making.

## 7. **Community relations**

- Facilitates the integration of Shining Rock into the fabric of the community by using effective marketing and communications activities.
- Acts as an advocate, within the public and private sectors, for issues relevant to Shining Rock, its services, and constituencies.
- Listens to students, parents, volunteers, donors, and the community in order to improve services and generate community involvement. Assures community awareness of Shining Rock's response to community needs.
- Serves as chief spokesperson for Shining Rock, assuring proper representation of Shining Rock to the community.
- Initiates, develops, and maintains cooperative relationships with key constituencies.
- Works with legislators, regulatory agencies, volunteers, and representatives of the charter community to promote legislative and regulatory policies that encourage a healthy community and address the issues of Shining Rock's constituencies.

## 8. **Physical Demands/Working Conditions:**

- Manages the stress that comes with the full responsibility for Shining Rock's operations.

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- Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues.
- Plans and implements programs. Establishes strong and appropriate relationships with board, committees, volunteers, staff, donors, and clients. Develops smooth and constructive relationships with executive colleagues, outside agencies, charter schools, and individuals.
- Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of executive management. Hours may be long and irregular.
- Conveys a professional and positive image and attitude regarding Shining Rock and charter school movement as a whole. Demonstrates commitment to continued professional growth and development.

**Qualifications:** A Master's degree is required with experience as a lead school administrator (three years experience or more is preferred). As School Director, this individual demonstrates critical competencies in four broad categories: commitment to results, business savvy, leader, and motivating. In addition, the School Director must reside or be willing to reside in Haywood County.

**Commitment to results:** The School Director is a systems thinker who is customer-focused and goal-driven. This individual identifies relevant information and helps transform this information into individual and organizational knowledge and learning. The School Director is action-oriented and innovative. He or she translates broad goals into achievable steps. He or she anticipates and solves problems and takes advantage of opportunities, is a self-starter, and team player.

**Business savvy:** As Shining Rock's leader, this position requires an individual with knowledge of and experience in management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management.

Knowledge in the following areas is required: human services, finance and personnel; oral and written communications; planning and evaluation; and governance.

Some experience in the field of philanthropy, not-for-profit management, governance, and community relations is preferred. Some general knowledge of fund development is also preferred. A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community. The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs, and experiences.

**Leading change:** The School Director possesses the skills and implements the functions of a leader. He or she shares Shining Rock's values, mission and vision. He or she consistently displays integrity, models behavior, develops people, and builds teams. This

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individual deals effectively with demanding situations and designs and implements interventions.

**Motivating:** The School Director manages continuity, change, and transition. This individual knows how to influence and enable others. He or she addresses the impact of attitude and action on the Shining Rock and its participants.