

Chief Executive Officer for Robert Russa Moton Charter School

MISSION: To provide maximum learning experiences to enable children to be **Motivated, Outstanding, Talented, Organized, No nonsense learners.**

POSITION SUMMARY: The Chief Executive Officer (CEO) is responsible for guiding the vision, adhering to policies, achieving goals, and assisting the Board of Directors in fulfilling its responsibilities. The CEO will serve as Head of Agency, and is accountable for the leadership, strategic vision and growth of the school. The CEO provides guidance and support for the daily operational management of the school(s). The primary duty of the CEO is to carry out the strategic plans and policies as established by the Board of Directors including the academic performance, operations of the existing school and future campuses, and fiscal oversight. The CEO reports to the Board of Directors. The CEO ensures that all legal mandates from the U.S. Department of Education, the State of Louisiana, the City of New Orleans, the Orleans Parish School Board, and the Advocates for Innovative Schools, Inc. are followed. The CEO will have a minimum of 4 direct reports and this is an Exempt, 12-month position.

ILLUSTRATIVE DUTIES: The duties and responsibilities of the CEO, as assigned by the Board of Directors, include but are not limited to the following:

Governance

- Serves as an ex-officio, non-voting member of the Board of Directors
- Follows all legal mandates from the U. S. Department of Education, the State of Louisiana the City of New Orleans and the Orleans Parish School Board in all aspects related to governance, reporting and regulations associated with charter schools
- Negotiates, on behalf of the Board when duly authorized to do so, all vendor and service contracts, orders, licenses, or other agreements of a special nature unless the Board expressly limits the signing
- Serves as primary contact (Superintendent/Head of Agency) with the State Department of Education and OPSB
- Assures that the charter school adheres to all policies, timelines and requirements of the authorizers and regulators of the charter agreement
- Oversees all operations of the school(s) and report to the Board of Directors Advocates for Innovative Schools, Inc.
- Guides the leadership, vision, and strategic direction for the school(s)
- Follows all legal mandates from the U. S. Department of Education, the State of Louisiana the City of New Orleans and the Orleans Parish School Board in all aspects related to academics, reporting, and regulations associated with charter schools
- Oversees all aspects of the school including personnel, financial matters, the academic program, facilities, and operations
- Approves the scope and sequence of educational programs according to the charter objectives as determined by the Principal

Finance

- Recommends an annual budget including federally funded programs to the Board as required of a Local Education Agency by state guidelines.
- Assists the Board in seeking donors of time and resources in support of the school
- Sets goals and objectives to ensure that the school meets all Performance Requirements in financial measures
- Supervises the General Budget and all federal and state reimbursements

Facility

- Sets goals and objectives to ensure that the school meets all Performance Requirements in facility measures
- Submits all authorizer facility documents and reports in a timely fashion

- Oversees the in-house repairs and vendor services to ensure that the facility is in satisfactory condition at all times
- Monitors the vendor service contracts, insurance policies, warranties, and OPSB Building maintenance to maintain all building operations

Human Resources

- Ensures that Human Resources functions are carried out in order, including new hiring practices, salary determinations, evaluations, and terminations.
- Inspects payroll data, time-keeping, benefits, retirement, deductions and insurance records for all staff
- Hears grievances and complaints and makes recommendations to the Board for action
- Revises and creates Job Descriptions when needed

SPECIFIED EXPECTATIONS:

- Forms business partnerships with the community
- Ensures that all required vendor contracts are in force including insurance, transportation, building maintenance, food service, and fire department codes.
- Builds culture in the school and neighborhood
- Manages capital for stable financial growth
- Cultivates an attitude of respect within all employees and families
- Listens with an open mind to all members of the school community
- Evaluates non-academic employees and direct reports
- Determines the opening and closing of the school during emergencies

POSITION QUALIFICATIONS:

Required Education and Experience

1. Master's Degree in Educational Administration, Curriculum, Counseling or Special Education
2. Louisiana Principal Certification (or eligibility)
3. Three years of experience in managing and leading a high performing organization including strategic development, community engagement, and operations
4. Proven record in launching new ventures or major initiatives
5. Understanding of school operational services
6. Experience running or operating a charter school or extensive knowledge of schools
7. Knowledge of Louisiana Charter School Laws

Preferred Education and Experience

1. Certification as a K – 12 School Superintendent (or eligibility)
2. Five years as a school principal in K-12 settings
3. Knowledge of community agencies/services
4. Experience working with urban schools and engaging residents of urban communities
5. Instructional leadership and curriculum development experience
6. Fund raising and business partnerships to sponsor school events
7. Charter school administrator

COMPENSATION: Robert Russa Moton Charter School offers competitive Salary and Benefits that are comparable to other local charter schools of similar size.

If you are interested in applying, please send your resume to service@chiefofminds.com no later than July 17, 2020.