



# ACA Executive Director of Education

## Job Description and Agreement

### **General Function**

The Executive Director is the chief executive officer of Alliance Charter Academy. They shall act in accordance with the policies, rules, and regulations established by the Board of Trustees, the State Board of Education and the laws and administrative regulations of the State of Oregon.

The administration of the school shall be delegated to the Executive Director. They in turn will delegate duties and authority to ensure the implementation of policies in the best interests of the students in the school.

### **Minimum Qualifications**

1. 3+ years experience with schools of choice and homeschooling community
2. Grant writing, monitoring, reporting experience is preferred
3. Eligible for immediate TSPC Administrative Registration (must apply within 7 business days of hire)
4. Submitted an application and required documents on/before the deadline
  - a. Expected documentation to be submitted:
    - \*Completed Application form
    - \*Current resume
    - \*Cover letter of interest
    - \*3-5 current letters of reference
    - \*Copy of administrator license, or proof of application, if available
    - \*A statement about how you meet the qualities and qualifications set by the Board (in narrative form, no longer than 500 words)

**Reports to:** Alliance Charter Academy Board of Trustees

**Supervises:** All ACA staff

**Work Hours and Duration:** Monday through Friday with regular evenings and occasional weekends required as needed to perform the duties of the position (i.e. Board meetings, open house recruiting, events, etc)

**Employment Period:** This contract period is from July 1 through June 30.

**Salary Range:** \$90,000-110,000

## **Job Duties**

### **Leadership, Culture, and Vision**

- Serves as educational leader to the Board, staff, and community while maintaining professional behavior, appearance, and work ethic to consistently represent the school in a positive manner
- Communicates effectively, both verbally and written, utilizing tact and diplomacy in exploring and developing ways to find common ground when dealing with difficult and divisive issues
- Models principles of self-awareness, reflective practice, transparency, and ethical behavior
- Safeguards the values of democracy, equity, and diversity
- Prepares, preserves, and promotes the school's vision and mission by incorporating guiding principles into all operations, in alignment with the school improvement plan
- Diagnoses environmental stressors and improve staff morale when necessary
- Leads the administration team in the enrollment process for all prospective and new students
- Establishes and implements procedures and practices and provides oversight for dealing with emergencies such as weather, threats to school, student violence, and/or trauma
- Responsible for establishing rules and regulations to govern routine matters of student behavior and school operations
- Responsible for investigating, documenting, and resolving student disciplinary issues, in addition to collaborating with parents and staff to ensure fairness and consistency
- Promotes academic rigor that focuses on learning and excellence
- Develops, implements, promotes, and monitors continuous improvement processes
- Promotes shared decision making throughout the system while working collaboratively with local governments, colleagues, professional organizations, business and community groups in furthering educational goals
- Promotes involvement of all stakeholders to fully participate in the education process

### **Operations**

- Personally oversees day-to-day operation of the school, ensuring effective systems
- Capable of managing multiple complex tasks simultaneously and independently to meet deadlines
- Oversees payroll, ensuring timely and accurate processing
- Appoints, reassigns, or discharges employees as provided by state law while identifying and applying appropriate policies, criteria and processes for the

recruitment, selection, induction, compensation and separation of personnel  
maintaining attention to equity and diversity

- Primary point of contact for ODE and OCSD
- Responsible for market-based messaging and recruitment to maintain enrollment numbers and ample waitlist
- Responsible for allocation of state school funds and grant funding while demonstrating budget management to include financial forecasting, planning, cash flow management, account auditing, and monitoring compliance
- Develops and monitors plans for school technology and information systems, making informed decisions about computer hardware and software
- Develops a process that builds internal and district support for facility maintenance needs
- Serves as a resource for legislative issues impacting state funding and other school operations, keeping abreast of legislative developments during the legislative session

### **Board Relations**

- Attends all regular and special meetings of the Board
- Follow established procedures for Director/Board interpersonal and working relationships
- Advises the Board in the formulation and revision of policies
- Provides reports to the Board monthly regarding school events, academic progress, pending issues and/or school needs
- Regularly reports to the Board programs and measures used in academic achievement, citizenship, and personal development
- Recommends initiatives aligned with school mission and vision to the Board for approval
- Develops and proposes to the Board long-term plans for educational programs, facilities, and financial resources that are consistent with population trends, school goals, and community needs

### **Supervision and Evaluation**

- Ensures that a staff supervision and evaluation program is established and implemented throughout the school
- Responsible for the evaluation of personnel who report directly to the ED, and the review of evaluations of all other administrators, educators, and staff
- Works with staff organizations and committees in the development and implementation of sound personnel practices and procedures
- Prepares, reviews, and revises job descriptions in cooperation with the Human Resource Specialist
- Proof contract language and propose necessary modifications

## **Compliance and Reporting**

- Understands federal and state education law, specifically ORS 338 and OAR 581-026-005
- Responsible for executing all policies adopted by the Board of Trustees
- Acts as primary point-of-contact for Oregon City School District, ensuring compliance with the OCSD charter school contract
- Oversees coordination efforts of all grants, annual reports, and yearly contracts
- Directs preparation of the budget, prepares budget message for presentation to the Finance Committee, supervises administration of all school fiscal policies, and serves as custodian of all school funds
- Acquires, allocates, and manages all resources to ensure successful student learning
- Uses legal counsel in governance and procedures to avoid civil and criminal liabilities

## **Additional Duties**

- Remains accessible to staff, families, and students
- Provides an ongoing program of communication (i.e. Director's Letter, Board meeting updates) between the community, staff, and Board concerning school programs and activities
- Clearly articulates school priorities to media, when appropriate, while remaining conscious of the role of media in shaping and forming public opinion
- Creates and maintains Executive Director onboarding task list
- Responsible for scheduled use of school facilities, including all buildings, grounds and equipment, subject to ACA policies and regulations
- Other duties as assigned by the Board of Trustees

## **Mental/Physical Demands**

- Maintain emotional regulation under stress and frequent interruptions
- Requires performing tasks that include standing, walking, bending, stooping, sitting, and prolonged use of equipment and computer with repetitive hand motions
- Workload is deadline driven and must be completed in the appropriate timeline
- Prolonged and irregular work hours requires maintained schedule flexibility
- Work location assigned requires on-site physical presence
- Daily attendance and punctuality are essential functions of the position

## **Work Environment**

The work environment characteristics described above are representative of those the employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, communicate, and regularly use hands and fingers to type or dial. The employee may be required to reach with hands and arms, climb or balance, and use stairways to climb to multiple floors within the building. The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate.