

## **TITLE: CHARTER SCHOOL ADMINISTRATOR**

THE VILLAGE CHARTER SCHOOL, BOISE, IDAHO

Mission Statement

### **Cultivating Critical Thinkers and Confident Leaders.**

The Village Charter School provides a hands-on curriculum to cultivate students to be critical thinkers and confident leaders in a safe, supportive and loving environment. Our Village includes passionate, supportive, and encouraging teachers, administrators, parents, and community members all working together to support our students.

### **CHARTER SUPERINTENDENT/ADMINISTRATOR QUALIFICATIONS:**

1. Idaho Administrator Certificate endorsed for principal and/or superintendent
2. Charter School, school administration, and teaching experience as determined by the Board of Trustees, including the desire and competence to grow a high-quality, hands-on, leadership charter school, and an understanding of the 7 Habits of Highly Successful People
3. Strong background in curriculum, supervision, discipline, human relations skills, team building, and technology
4. Demonstrated ability in personnel management, strategic planning, business practices, budgeting, school law, and research-based educational programs
5. Demonstrated leadership and communication ability in working with students, staff, parents, and the public
6. Capacity for maintaining the respect of the community and educational leaders in Idaho
7. Excellent public relations and organizational skills
8. Able to work under pressure and with deadlines
9. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO:**

Board of Trustees

### **JOB SUMMARY:**

To ensure a high-quality leadership charter school that teaches and models the 7 Habits of Highly Successful People. To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence and a challenging, hands-on education. To maintain a positive welcoming school culture for students and a collaborative work environment for staff. To maintain a high level of stakeholder satisfaction and ensure timely and accurate communication with stakeholders through relevant channels that are easily accessible.

To provide leadership and managerial oversight to the instructional program and school operations, using the charter as a guide, meeting or exceeding the measures in the school's performance certificate, and maintaining Lighthouse Status with Franklin Covey's Leader in Me. To oversee and administer the use of all charter facilities, property, and funds so that each student enrolled in the charter may be provided with an appropriate and effective education. To work with the CFO and provide input for budgeting purposes and ensure fiscal responsibility. To ensure timely and accurate communication and reporting to the State Department, the Bondholders and the Authorizer. To oversee and administer annual enrollment lottery and marketing campaigns to grow the school's enrollment to capacity and ensure openings are filled in a fair and equitable manner. To seek out opportunities to increase public awareness and positive perception about the school.

To help direct the affairs of TVCS to become the #1 school of choice for our families, the #1 workplace of choice for our staff, and the #1 leadership school of choice in the upper Treasure Valley area.

## MAJOR DUTIES AND RESPONSIBILITIES:

### Instructional Leadership

1. Assume responsibility for the management of the school in accordance with federal and state law, administrative rules, and Board policy
2. Ensure that a system of thorough and efficient education, as defined in federal and state law, administrative rules, and Board policy is available to all students.
3. Ensure that the goals of the school system are reflected in its educational program and operations
4. Be responsible for recommending to the Board of Trustees, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the school
5. Ensure implementation and evaluation of all Board-approved written curriculum for all subjects and inclusion of mandated programs and Idaho Core Standards
6. Provide leadership and guidance in the processes of curriculum planning, coordination, and evaluation
7. Provide for curriculum articulation among grades and school-wide alignment
8. Exercise leadership in school-level planning for improvement of instruction
9. Initiate, design, and implement programs to meet the specific needs of the school
10. Encourage staffs to develop programs, services, and projects that provide instructional alternatives and flexibility while assuring a consistent education for all students
11. Ensure the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiate program changes as necessary
12. Review with staff all curriculum guides and courses of study as directed by the Board
13. Seek out available sources for grant funding to support programs and projects
14. Implement a Board-approved program of guidance and counseling services
15. Establish and maintain an effective learning climate in the school

### Personnel Administration

1. Nominate for employment the best qualified and most competent personnel, and ensure that the operation of the schools is conducted in accordance with charter policy
2. Develop recruitment and retention procedures to assure qualified applicants for certificated and non-certificated positions
3. Direct and supervise all staff
4. Recommend to the Board the contract renewal, promotion, assignment, transfer, demotion, or discharge of all school employees
5. Supervise all professional, paraprofessional, administrative, and non-professional personnel employed at the school
6. Mentor staff and demand high performance from staff
7. Ensure that teacher trainees are provided with direct assistance, including assistance regarding the purpose, expectations, procedures involved in the evaluation process, and close clinical supervision
8. Evaluate and counsel all staff members regarding their individual and group performance in accordance with charter policy
9. Prepare written comments and offer suggestions for improvement when appropriate
10. Recommend and implement charter staff professional development

11. Ensure that all teaching staff members fulfill continuing professional development requirements and receive in-service training required by state and federal laws
12. Act as a liaison between the Board and the school employees and transmit communications between the two
13. Delegate responsible personnel for the supervision of the school in his or her absence
14. Conduct staff meetings as necessary for the proper functioning of the school

#### Curriculum, Instruction, and Contact with Students

1. Supervise the school's educational program and teaching process. Monitor delivery of the instructional program
2. Be responsible for overseeing the scheduling of students into classes, establishing the schedule of class offerings, and maintaining a balance of student loads in each class
3. Plan, organize, supervise, and evaluate all curricular and extracurricular activities
4. Develop and maintain a master schedule for the academic and extracurricular programs, and work cooperatively with the business manager to schedule community use of the school building and grounds
5. Assume responsibility for the attendance, conduct, and health of the students
6. Greet students in a friendly and dependable manner during their morning arrival whenever possible
7. Supervise the dismissal of students at the end of the school day
8. Interact appropriately with students during the school day
9. Maintain high standards of student conduct and enforces the charter's discipline policy in accordance with Board policy and the students' rights to due process
10. Keep records of any disciplinary action and perform follow-up communication with students' parents, teachers, and other administrators as needed
11. Develop and implement student handbooks and procedures for proper student conduct
12. Develop and oversee the delivery of the charter's intervention services for pupils who are experiencing difficulties in their classes
13. Provide guidance to individual students and resolve individual behavioral problems
14. Attend special events held to recognize student achievement and other school-sponsored activities and functions and speak with clarity, authority, and appropriate earnestness at such events
15. Plan and supervise regularly scheduled parent/teacher conferences, and make arrangements for special conferences as necessary
16. Maintain an active relationship with students and parents based on respect and understanding
17. Actively pursue all cases of truancy, excessive absences, and tardiness

#### Financial and Facilities Management

1. Ensure that the budget implements the charter's goals
2. Oversee the financial planning of the charter
3. Initiate and supervise development of the annual budget, providing opportunity for staff input
4. Recommend a budget for Board approval and communicate the educational and monetary impact of the budget to the community
5. Oversee the implementation of the Board-approved budget

6. Ensure the proper collection, safekeeping, and accounting of all instructional funds and school activity funds
7. Ensure implementation of Board financial policies and charter procedures. Provide direction to, and supervision, of school business functions
8. Encourage the development and implementation of sound business practices
9. Continually assess business management practices to achieve efficiency
10. Ensure funds are spent prudently by providing adequate control and accounting of the charter's financial and physical resources
11. Ensure the maintenance of adequate records for the schools including financial records, business and property records, personnel records, and scholastic records
12. Establish and maintain an efficient office system to support the administrative functions of the school
13. Supervise the safekeeping of accurate student and personnel files and other confidential records and documents, including records on the progress and attendance of students
14. Ensure the destruction of public records in accordance with federal and state law, administrative rules, and Board policy
15. Supervise the preparation of all school reports, records, and other paperwork for the charter office, and other reports required or appropriate to the school's administration
16. Participate in administrative, Board, and other meetings as required or appropriate
17. Keep appropriate personnel informed of the school's activities, problems, and needs
18. Oversee school facility management to provide safe, efficient, and attractive buildings with strong emphasis on preventative maintenance and custodial care
19. Ensure annual inspections of all school buildings for adherence to health and safety codes
20. Plan and supervise fire and other emergency drills as required by federal and state law, administrative rules, and Board policy
21. Be responsible for buildings, grounds, custodial, inventory, food service, transportation, insurance, and driver education, and be responsible for the supervision of supervisors in these areas

#### School/Community Relations

1. Develop strategies to promote parental involvement in students' education and provide opportunities for parent-teacher interaction
2. Greet and interact with parents and visitors, as appropriate
3. Communicate information to parents and the community that is required by federal and state law, administrative rules, and Board policy
4. Act as a liaison between the school and the community (including all ethnic groups), interpreting policies of the school and encouraging community participation in school life
5. Promote community support of the schools
6. Identify available community resources and linkages to social service agencies that support education and healthy child development
7. Establish necessary procedures for referral and cooperative planning with other children's services agencies
8. Maintain contact and good relations with the local media
9. Represent the charter at local, state, and national professional meetings
10. Liaise with professional, civic, volunteer, and other community agencies and groups having an interest in the schools

11. Solicit community opinions regarding school and education issues
12. Provide for the timely completion of annual charter and school-level reporting and planning requirements including school report cards, pupil performance objectives, and a quality assurance report to the public
13. Report incidents of violence, vandalism, and substance abuse
14. Work cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.

#### Board Responsibilities

1. Provide leadership in the implementation of the charter's vision, mission, and goals
2. Serve as executive officer of the Board with such powers and duties as the Board prescribes
3. Act as the authorized representative of the charter as required
4. Prepare and recommend short- and long-range plans for Board approval and implement those plans when approved
5. Be responsible for the annual school calendar for adoption by the Board
6. Attend all regular and special meetings of the Board, and participate in a professional leadership role
7. Designate an administrative staff member to serve in his/her absence, when appropriate
8. Know Board policy and respect the policymaking authority and responsibility of the Board
9. Be responsible for their dissemination to school employees and the general public
10. Recommend drafts of new policies or changes to the Board
11. Establish guidelines and processes for monitoring the implementation of Board policies
12. Keep the Board informed of activities and any issues that may arise
13. Keep the Board informed regarding developments in other charters or at state and national levels that would be helpful to the charter
14. Advise the Board on federal and state law and administrative rules pertaining to schools and to the Board's policy
15. Prepare, in conjunction with the Board Chair, agenda recommendations relative to all matters requiring Board action, including all facts, information, options, and reports needed to assure informed decisions
16. Provide advice and counsel to the Board on matters before it
17. Recommend the adoption of policies and procedures regarding appropriate training for Board members

#### Policy Development

1. Create rules, procedures, and forms and give such instructions to school employees and students to implement Board policy
2. Advise the Board on the need for new and revised policies
3. Supervise the effective implementation of all federal and state law, administrative rules, and Board policy
4. Supervise the efficient maintenance and dissemination of all Department of Education policy documents

5. Act on his or her own discretion as needed in any matter not covered by Board policy, report such action to the Board as soon as practicable, and prepare a draft policy to address the issue for the Board to review, modify, and adopt

#### Other

1. Ensure that all local, state and federal standards for the health and safety of students and staff are maintained and that required reports are maintained
2. Be responsible for all federal programs
3. Be responsible for all keys issued to personnel in his or her building
4. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
5. Seek assistance should emergencies arise
6. Represent the school charter in a positive manner
7. Know and follow school charter policy and chain of command
8. Perform other duties as assigned

#### EVALUATION:

Performance of this position will be evaluated annually by the Board of Trustees in conformance with charter policy; Section 33-513, Idaho Code; IDAPA 008.02.02.121.

#### TERMS OF EMPLOYMENT:

Employment contract not to exceed two years.

#### NOTE:

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.026	Administrator Certificate
	IDAPA 08.02.02.121	Local Charter Evaluation Policy—School Principal