



Executive Director (CEO) Job Description

QUALIFICATIONS: Minimum of a Bachelor's degree; extensive business/managerial experience; minimum three years' experience in an educational position or equivalent; superior written and oral communications skills; well respected as a community leader; exemplary human relations skills; and experience with at least one of the arts enrichment areas.

SUPERVISES: Has oversight of all school administrative and teaching staff.

REPORTS TO: The Board of Directors

ROLE: The Executive Director shall be the Chief Executive Officer (CEO) of the school. She/he is responsible for the effective and efficient operation of the school; administrative oversight of all instructional, business or other operations of the school; and for advising and making recommendations to the Board of Directors with respect to such activities. In this capacity the Executive Director will have the authority to speak on all matters before the Board in a non-voting capacity.

PERFORMANCE RESPONSIBILITIES:

Executive Leadership

- Models high ethical and professional standards; consistently promotes the vision and mission.
- Maintains oversight of all staff; evaluates the administrative staff annually.
- In conjunction with the Board, parents, and staff, participates in biannual strategic planning activities.
- Prepares and submits an annual succession plan for staffing in case of an emergency.
- Maintains a positive and collaborative working relationship with all stakeholders (Board, staff, vendors, etc.); attends Board Retreats.
- Negotiates shared service agreements with school districts, if applicable, and major third-party service agreements.
- Oversees the academic and artistic performance of the school as measured on assessments.
- Effectively communicates regularly with stakeholders (Board, Authorizing School District, teachers, etc.).

- Complies with all Pennsylvania Department of Education (PDE) and Charter School Laws; consults with legal counsel when necessary.

Financial Management and Reporting

- With input from Business Manager/Registrar and our accounting firm maintains monthly accounting records.
- With input from the Business Manager/Registrar and our accounting firm, manages school budget, and reports to the Board at monthly meetings through the Finance and Facilities Committee. With input and collaboration with same group develops annual budget to be presented annually at the April Board Meeting.
- Report school financial results in compliance with state requirements (Form 990).
- Responsible for overseeing processing of payments and vendor issue resolution.
- Oversees completion, reporting, and approval of grant applications; submits monthly report to the Board.
- Oversees staff retirement system reporting (PSERS).
- Oversees Business Manager/Registrar, who manages petty cash reconciliation and replenishment; foodservice cash and activity fund tracking and reconciliation.
- Oversees Business Manager/Registrar in all phases of recruiting and enrollment.
- In conjunction with the Finance and Facilities and Personnel and Policy Board Committees, creates or amends, and implements financial policies to be recommended to the Board of Directors.
- Creates and implements Administrative Procedures, and advises the Board of same.
- Focus on the retention of staff and students.
- Develops and distributes surveys to rate the quality of the academic and artistic performance of the school via responses of teachers, parents and students.

Human Resource Management

- Oversees development of employee handbook subject to Board approval.
- Participates in and oversees recruiting of teachers and staff.
- Assists with terminations of staff; exit interviews; communications with Department of Labor for unemployment claims; and oversees COBRA administration.
- Responsible for sourcing and overseeing the administration of employee benefits.
- Oversees coordination of employee background checks.
- Ensures that the School Principal reviews teacher performance.
- Evaluates administrative staff annually.
- Presents at employee orientations and staff trainings.

School Operations; Facility Management

- Responsible for contracting with third-party service providers and supervising on-site work including custodial services, foodservices, transportation, and security. Supervises the Business Manager/Registrar who manages petty cash and bank deposits.
- Oversees procurement of school supplies.
- Reports any incidents to insurance broker.
- In collaboration with the Personnel and Policy Committee creates and implements operations, policies, procedures, and reviews all Personnel issues requiring action by the Board of Directors.
- Has an annual facility plan, as needed, and presents it to the board (included in the budget).
- Develops and carries out safety procedures on an on-going basis.

Student Information and Compliance Reporting

- Oversees reporting of student information, special education, professional and educational credentials, school calendar, and student transcript in coordination with site-based staff.

Technology

- Responsible for supervision of site-based technology staff or subcontractors to implement school technology programs and provide user support (laptop computers, website, etc.)
- Oversees continued development of technology needs and presents a monthly report on technology- related issues to the Board of Directors.

Community Relations and Fund Raising/Development

- Conducts one-on-one and small group meetings with community influencers community meetings to promote the school.
- Oversees student recruitment and promotion efforts.
- Oversees fund raising through grants in conjunction with appropriate staff members and with our Community Outreach Liaison.
- Serves as an Ex-Officio member of the Arts Academy Charter Middle School Foundation Board.
- Explores possible cooperative efforts with other community entities such as the National Museum of Industrial History, and other organizations.
- Participates as an active member of community networking through governmental and community service groups such as Rotary.

