

# Flagstaff Arts and Leadership Academy

## Job Description

POSITION/TITLE:	Interim Executive Director
TERM:	Part-Time Limited Contract
SALARY:	Determined by the Board Benefits determined by the Board
QUALIFICATIONS:	Master's Degree or equivalent Minimum of Ten (10) years prior executive level administrative experience Experience leading educational organizations Experience with budget development and management Knowledge of Arizona's charter school laws and regulations Ability to implement education standards and educational reform models Ability to communicate effectively with all stakeholders: students, parents, staff, board, and broader community Ability to work effectively in collaboration with diverse groups of people Passion, idealism, integrity, positive attitude, mission-driven, and self-directed Current Fingerprint Clearance Card

**JOB GOAL:** The Executive Director serves as the Chief Executive Officer (CEO) of Flagstaff Arts and Leadership Academy (FALA) and supervises all Academy operations in accordance with Board policies. He or she has overall strategic and operational responsibility for execution of the Academy mission and general administration of all instructional, business, or other operations of the Academy. She or he will administer and supervise the Academy and its employees, lead development of educational program improvement, foster a culture of positive engaged learners, and serve as a strong advocate for FALA's core values by providing a transformative educational experience through developing leadership and cultivating academic excellence in the arts, sciences, and humanities. The individual growth of each student is supported and achieved through our nurturing educational community.

### PERFORMANCE RESPONSIBILITIES:

- Recommend the hiring and evaluation of school staff – Support teachers and administration to develop a strong team.
- Establish and maintain relationships with universities and community organizations – build our brand.
- Facilitate parent education and involvement – proven to boost student achievement.
- Direct and coordinate educational, administrative, and counseling activities.
- Develop and implement school policy and procedure – structure matters to our children.

- Drive student growth and academic proficiency.

#### Board of Directors

- Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- Takes prompt action to implement all directives of the Board.
- Advises the Board on school policies.
- Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.
- Informs and advises the Board about programs, practices, and school issues, and keeps the Board informed of activities operating under the Board's authority.
- Prepares and submits to the Board recommendations relative to all matters requiring Board action; placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.
- Develops and implements rules and regulations in keeping with Board policy.
- Acts on own discretion if immediate action is necessary in matters not addressed by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future

#### Educational Program Management

- Embody, advocate for, and execute the mission, vision and strategic direction of Flagstaff Arts and Leadership Academy.
- Provide oversight of curriculum development to ensure developmentally based educational programs.
- Monitor and analyze student performance data and prepare reports.
- Outreach to community about our model and develop support systems, foster teacher leadership and shared decision making.
- Facilitate teacher leadership for professional development, staff/teacher meetings, and instructional planning meetings.
- Ensure educational and regulatory compliance at all governmental levels.
- Explain and clarify information received from various agencies including Arizona Department of Education, State Board of Education, and Arizona Charter Board.
- In conjunction with staff, develop and implement discipline policies.

#### Operations Management/Supervision

- Provide oversight and leadership in developing programmatic, staffing, curriculum, and opening procedures.
- Develop school office procedures, methods and practice.
- Ensure compliance with all applicable laws and regulations including, but not limited to, financial, record keeping, and employment.
- Supervise day-to-day operations of the Academy.

- Responsible for overall vendor management including, but not limited to payroll, facilities, and contractors.
- Responsible for preparation of annual performance audit.
- Attend and participate in FALA meetings and committee meetings.
- Manage recruitment and selection of staff.
- Supervise improvement of teaching by annually reviewing goals and objectives, observing instruction, and conferencing with teachers, in collaboration with staff, and the Board of Directors.
- Supervise staff and foster positive, collaborative working relationships.

#### Communications Management

- Establish and maintain professional and cooperative working relationships with all stakeholders: parents, students, staff, neighbors, and partners.
- Maintain a visible and accessible presence to the school community.
- Advocate for FALA in the greater community and with the media.
- Communicate issues, concerns, and needs to the Board of Directors.
- Maintain frequent and regular communications with families through a newsletter, school website, one-on-one meetings, etc. as appropriate.
- Outreach and marketing for the purposes of maintaining enrollment and development.

#### Fiscal Management

- Develop annual budget.
- Manage budgets and make recommendations to the FALA Board.
- Work with the Board of Directors to set economic objectives, financial and accounting policies, and other fiscal policies and practices as necessary.
- Provide financial reports to the Board and other agencies as mandated by law.
- Arrange for annual audit with an outside independent auditor to ensure the soundness of FALA finances.
- Establishes fundraising goals by identifying, cultivating, and soliciting major gifts; maintaining communication with donors, researches grant opportunities and submits grant proposals.

The Executive Director will perform other duties as required.

REPORTS TO: Board of Directors