

**Community School for Creative Education (CSCE)**

 **Executive Director**

**Job Description**

**July 1, 2022-January 17, 2023**

*Reports to:* CSCE Board of Directors

**Overview:**

During this transition it is critical that all of our current stakeholders feel that this transition is seamless. The demands of a head of school for CSCE are large and when this is coupled with also trying to learn all the people, processes and execute it can make lead to a dip in performance or initial success. Any dip in successful execution can be viewed by our stakeholder as a result of the transition as opposed to a period of transition. This dip can then lead to the momentum of greater problems and concerns. To ensure this does not happen and that the new Head of Schools and the school is positioned for success, I outline below the role I will play during the transition period.

1. Onboarding -
During the first three months the new HS will primarily focus on a combination of learning and training

2. Community Introductions

3. Grant Writing Support

4. Waldorf Approach

To the June 2022 Board meeting we will bring a succession plan with benchmarks July 2022- January 20223.

***Qualifications***: CSCE is seeking a Executive Director who possesses most or all of the following qualifications:

* Visionary leadership focused on harnessing Waldorf education - or another whole-child approach - to advance equity
* Authentic community engagement
* Strategic planning
* Administrative management
* Fundraising
* Teaching experience in the TK-8 grades
* Experience as a principal in the TK-8 grades
* Administrative experience in a charter school
* Record of success working collaboratively with faculty and staff and students to increase academic achievement of students

The Executive Director is passionate about CSCE’s equity-focused, trauma-sensitive intercultural Waldorf vision and mission and demonstrated capacity to engage the whole child whole, whole school and whole community to serve all children with special focus on children from traditionally marginalized communities including children from low-income families and multilingual learners. Further, the Executive Director must have a demonstrated capacity of leadership for this work, of effectively developing and extending community relations to advance this work, as well as an expressed willingness and a plan to be accessible to donors and community partners.

The Executive Director reports to the Board and supports and oversees the leadership team and members of the staff in ensuring that the school is implementing the CSCE 2021-2026 Charter and focused on meeting its performance goals.

The Executive Director works to sustain and foster relationships with existing and new community and funding partners that further the organization’s mission. They are a big thinker who is able to share and communicate the vision of the organization to all stakeholders, students. staff. community and current and potential funders and partners of policy, research and practice, and build lasting relationships with those interested in advancing the mission. They are strong writers, multiculturally fluent, have strong interpersonal skills, powerful organizational skills and are deeply committed to the school’s vision of a Waldorf Full Service Community School to advance equity.

Learn more about the CSCE approach by visiting our [website.](http://www.communityschoolforcreativeeducation.org)

***Key Responsibilities of the Executive Director July 1, 2022-January 17, 2023:***

**Program Development and Delivery**

* **The Executive Directors’ chief duty and responsibility is to support the Head of School once hired to implement the** [**Community School for Creative Education Charter 2021-2026**](file:///%E2%97%8F%09Implement%20the%202022-2026%20CSCE%20Charter%2C%20with%20a%20particular%20focus%20on%20%20the%20school%E2%80%99s%20%20five%20%20organizational%20goals) **.**
* **Key in executing this responsibility is to follow the following 5 organization-wide goals:**

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1. Deepen and extend our intercultural, trauma-centered Waldorf, Common Core-aligned equity-focused curriculum;
2. Test and document Waldorf, Common Core-aligned equity-focused practices as measured in student and adult learning outcomes;
3. With the Chief Business Official, maintain a well-operated budget, operations and HR;
4. Continue authentic community engagement with our broader community (including families, community partners, policy & research community) to further advance our full service Waldorf community school model; and
5. Maintain long-term fundraising strategy for scale-up and financial stability.

**Human Resources**

* With the Chief Business Official, **the Executive Directors’ chief duty and responsibility is to support the Head of School once hired to** guide

Staff hiring and teacher and leadership hiring and evaluation against job description

**Systems and Structures**

* T **The Executive Directors’ chief duty and responsibility is to support the Head of School once hired**  to oversee and support
	+ Strengthening of SPED capabilities
	+ Strengthening and transparency of systems to support student learning growth and behavioral conduct
	+ Strengthen and transparency of systems to support staff learning growth and conduct
	+ Strengthen and transparency and growth of CSCE function as full service community school

**Curriculum and Instruction**

* **The Executive Directors’ chief duty and responsibility is to support the Head of School once hired** to support and evaluate:
	+ - * On testing and documenting Waldorf-inspired, Common Core-aligned practices as measured in student and adult learning outcomes:
			* Own school playbook and hold each other accountable
			* Implements, and strengthens the Community School’s results-oriented Professional Learning Community
			* Guides teachers to build, adapt or adopt standards-aligned performance-based assessments to measure progress towards grade level standards;
* With staff leadership, develops, implements and monitors the professional development plan for the CSCE whole staff Professional Learning Community;
* With staff leadership, builds a strong Multiple Response to Intervention (M-RTI) Plan (involving academic and behavioral data), monitors against the plan, conducts school-wide assessment and data collection and builds whole staff capacity and confidence to do the same;
* Oversees student conferences and reporting;
* Guides CSCE Special Education department and program as integral part of school-wide program;
* Oversees implementation of CSCE student discipline policy.

**Extended Learning Acceleration**

* **The Executive Directors’ chief duty and responsibility is to support the Head of School once hired to** oversee and support:
	+ strengthening of SPED capabilities
	+ strengthening and transparency of systems to support student learning growth and behavioral conduct
	+ strengthen and transparency of systems to support staff learning growth and conduct

**Community Building and Community Relations**

* **The Executive Directors’ chief duty and responsibility is to support the Head of School once hired to** lead, oversee and support
	+ Lead, oversee and support parent communications and involvement
	+ Deepening and extending relations with current and prospective community partners
	+ Deepening and extending relations with our founding partners Faith in Action East Bay and Attitudinal Healing Connections

**Compensation:**

* Salary & benefits commensurate with experience and credentialing

**Physical Demands:**

* Frequent: Sitting, walking, standing, reading, writing, keyboarding, close visual work, conversing, and listening.
* Occasional: Lifting and Carrying
* Infrequent: Pushing and Pulling
* Maximum Weights: Lift 25 lbs. /Carry 25 lbs.
* Bonding and/or Testing Required: Clear TB Test, Criminal Justice Fingerprint Clearance

**Work Environment:**

* School site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public.

***CSCE is an equal opportunity employer***

*CSCE employs staff of any race, color, national or ethnic origin, ancestry, citizenship, religious affiliation, actual or perceived gender, sexual orientation, marital status, veteran status, age, physical or mental disability, or medical condition where the latter do not impair job performance with reasonable accommodations, and accords them all rights, privileges, programs, and activities generally accorded to and made available to staff at the school. CSCE will not discriminate on the basis of any of the above factors, nor any basis prohibited by law.*