



## Appendix A

### CHIEF EXECUTIVE OFFICER AND SUPERINTENDENT JOB DESCRIPTION 2020-21

#### **Job Summary:**

The Chief Executive Officer ("CEO") and Superintendent is responsible for the leadership, strategic vision and growth of Magnolia Public Schools (MPS) and future Magnolia schools, as well as assisting the Board of Directors ("Board") in fulfilling its responsibilities. The CEO/Superintendent provides daily operational oversight and guidance with regard to safety, academic achievement, fiscal integrity and compliance with all laws and regulations.

The primary responsibility of the CEO/Superintendent is to carry out the strategic plans and policies as established by the Board, including the academic performance and operations of the existing schools and future campuses and fiscal oversight. The CEO/Superintendent reports to the Board.

For the 2020-21 school year, the two most critical areas are: (1) managing school operations and openings through the Covid-19 crisis, (2) managing finances through an uncertain public school financing climate.

#### **Job Duties:**

- Provide the leadership, vision, and strategic direction for the school(s);
- Structure the organization of the school(s) to achieve the vision, philosophy and mission;
- Oversee all operations of the school(s) and report to the Board on their progress;
- Assist the Board in the development of governance policies for review and approval;
- Negotiate, on behalf of the Board when duly authorized to do so, all vendor and service contracts, orders, licenses, or other agreements of a special nature unless the signing is expressly limited by the Board;
- Oversee all aspects of the school(s) including personnel, financial matters, the academic program, facilities, and operations;
- Work with the Board Chair to draft the agenda for all Board meetings;

- Recommend an annual budget to the Board, including an accounting of federally-funded programs as required by applicable guidelines;
- Hire and oversee performance of charter home office staff, and principals whose jobs are to support/lead the operations, academic performance, business, marketing and development work;
- Oversee hiring, supervision, professional development, evaluation and dismissal of all personnel at school(s) and the CMO;
- Oversee the allocation of resources and school model decisions to drive the best balance between financial, operational, and academic concerns;
- Develop an overall human capital strategy and establish career paths within the CMO;
- Build a high performing, consistent data-driven culture at the CMO at all levels of its operations;
- Drive increased performance in the current school(s) and further refine the academic model;
- Determine the scope and sequence of educational programs according to the charter objectives;
- Implement well-researched, creative ways to educate the students in the school(s);
- Serve as primary contact with the State Department of Education;
- Follow all legal mandates from the U.S. Department of Education and the State of California in all aspects related to funding, reporting and regulations associated with charter schools;
- Work with outside counsel to support the legal needs of the organization;
- Assist the Board in seeking donors of time, funds and resources in support of the school(s);
- Manage any required facility acquisition, maintenance and renovation efforts; and
- Perform other duties and responsibilities as are customary for the office of the CEO/Superintendent and as may be assigned from time to time by the Board.

### ***Appendix B -***

#### Academic/Accountability

- 100% Four-Year Cohort Graduation Rate and 100% UC/CSU A-G Course Completion Rate across all MPS
- All student groups across MPS will show growth on the CAASPP-ELA/Literacy and Mathematics assessments by a 3-point or more increase from the prior year as measured by the CA School Dashboard.

- 50% or more of all MPS students will be proficient on the CAASPP-ELA/Literacy assessments and 35% or more will be proficient on the CAASPP-Mathematics assessments, with the ultimate goal of 100% proficiency for all.
- 60% or more of all students will meet their growth targets on the MAP-Reading and Mathematics assessments, with the ultimate goal of 100%.
- All students across MPS will meet their expected growth targets in Reading as measured by the Lexile metrics.
- All MPS sites will organize a STEAM Festival/EXPO, with 100% of students creating and demonstrating a STEAM focused project, experiment, model or demo.
- Average Daily Attendance (ADA) Rate of 97% or more, with the ultimate goal of 100% ADA Rate.
- MPS will develop, align, and improve academic and behavioral resources, programs, supports, and services in addressing the needs of the whole child by utilizing a coherent MTSS framework that engages all systems leading to improved student outcomes.
- 25% or more of all students will be home-visited by the teachers and staff across all MPS.
- School experience survey participation and satisfaction rates of 85% or more for students, parents, teachers, and staff, with the ultimate goal of 100% participation and satisfaction rates.
- All MPS sites will maintain their WASC accreditation.
- All MPS sites will have successful authorizer oversight visits.
- Keep strengthening MPS' standards-based curriculum complete with scope and sequences for all subjects taught at every existing and expected grade level that exceeds national academic standards
- Continue to revise MPS strategic plan for the renewals of MSA-1, 2, and 3 (October 2021) and the merger of MSA-6 and 4 (October 2020), in response to the implementation of AB1505 (July 2020)

**Personnel and Human Resources (HR):**

15. Clear and detailed strategy for teacher recruitment and staff retention to be presented to the board in November 2020, and fulfilling that plan in a timely manner.
16. Expand the salary scale to include a performance-based evaluation for home office staff.

17. Delegation of authority - the executive staff are required to perform their duties effectively in support of the overall success of the organization. Magnolia Public Schools (MPS) Executive staff will have current job descriptions that include evaluation metrics and the frequency of a performance evaluation. The performance evaluation will include the Board recommendation for a 6-month evaluation and a year-end evaluation to determine if the performance is acceptable.
18. All the personnel paperwork documentation required by the authorizers, state and federal agencies will be ready before the first day of employment for every school year for every staff member. Staff employment paperwork which must be provided within a certain time frame, mandatory training which must be completed within a certain deadline will be completed by each staff member before respective deadlines. Human Resources will continue assisting school sites with authorizer site visits.
19. MPS Employee Handbook and MPS Employee Agreements will be revised every year with respect to evolving needs and changing Labor Codes and Laws.
20. HR will enhance the onboarding process to give extra support to the School Site Leaders.
21. HR will provide more features of PayCom (HRIS online software system) to provide more options and keep MPS HR procedures aligned across all school sites.

### **Management & Board Oversight:**

22. Clear, transparent and timely communication between MPS Home Office and MPS Board with timely reporting of any critical development and communication with other local agencies to the board.
  23. All committees are to meet each academic year according to a schedule set at the beginning of the academic year. Board members are to conduct committee meetings directly with responsible C-team members. All C-team members should present items directly to corresponding committee members in their respective areas with the CEO serving as facilitator of the discussion.
  24. In conjunction with the Board, continue to develop an effective public relations, marketing, and fundraising plan for 2020-21.
- Secure philanthropic support that directly supports the mission and vision for 2020-21  
Report annually to the board on C-Team and school site performance.

25. Train and support new board members appointed due to vacancies and in compliance with the terms of authorizer directions.
26. Passing reports from authorizer site visits.

**Finance:**

27. Justify and explain any budget fluctuations over 3% from the June budget. Remain within 3% of the PI revised budget through the conclusion of the fiscal year.
28. Positive net income for combined all schools and Home Office at the end of the year.
29. Make recommendations to revise the Home Office budget over time with the following goals:
  - Improving compensation and support for school site staff
  - Developing self-sustaining business models for MSA-4, MSA-6, MSA-5, and MSA-SA, to narrow the range of percentages charged to schools for MPS support.
  - Revise the CMO fee allocation to minimize the expense to schools while creating additional funds to increase school site compensation and retention rate
30. Unqualified independent audit report
31. Update the five year capital plan following the bond issuance
32. Continue to provide leadership in the areas of financial planning, budgeting, accounting and management of the organization's financial resources.
33. Maintain accurate accounting, payroll, cash management, and insurance systems are maintained.

**Facilities:**

34. Prepare a strategic plan for all schools at Prop 39 facilities
35. Completion of capital improvement projects funded by grants
36. Implement asset management system to make sure that preventative maintenance action is taken to avoid large unplanned facilities/capital expenditures
37. Oversee, monitor, and maintain current requirements of facility leases.  
Apply for facility grants such as SB 740 and CSFIG.
38. Continue overseeing that all physical environment reflects the organization's mission and values as well as enhances learning.
39. Improve fundraising and philanthropic efforts to improve/invest in facilities

**Stakeholders:**

40. Minimum 3892 students enrolled for FY 2020-21; strengthen enrollment campaign in conjunction with school sites.

41. Extensively engage all MPS stakeholders such as parents, students, teachers and the local community in crafting the strategies, implementing academic policies and engaging in civic participation. School site leaders or MPS Central Office should address any concerns by these stakeholders in a timely manner.

42. Continue to strengthen the MPS parent programs across all schools.