



Associate Executive Director Job Description	
Direct Report	Executive Director
FSLA Status	Full-Time Exempt
Supervises	Certificated & Classified Staff
Salary Schedule	D (Certificated) 220 work days *
Classification	Certificated

Summary of Position:

The Associate Executive Director assists the Executive Director in the effective operation of the schools, including the general administration of all instructional, business or other operations of the schools, and for advising and making recommendations to the School Boards on such items/areas. He/she is also responsible for the support and growth of the charter schools including both teaching and support staff as well as students and families. The 12 month position requires the Associate Executive Director work in both his/her home office and out in the field as needed. The Associate Executive Director is not required to carry a caseload of students. The Associate Executive Director will demonstrate the qualities of a servant leader and uphold and promote the school’s mission, vision and values at all times.

**Essential duties and responsibilities:**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing practices.*

Duties and Responsibilities

Leadership

- Works with Executive Director in developing a vision and strategic plan to guide the schools
- Help to identify, assess, and inform the Executive Director of internal and external issues that affect the schools



- Collaborates with the Executive Director on all aspects of the schools' activities, the condition of the school's educational program and assure effective communication between the Executive Director and school staff as needed
- Promotes teamwork among the Cabinet and all Directors and staff
- Assist in providing leadership over departments and teams in the schools

#### Operational planning and management

- Collaborate in the development of an operational plan which incorporates goals and objectives that work towards the strategic direction of the schools
- Help to oversee the efficient and effective day-to-day operation of the schools
- Assist the ED to ensure the LCAP is created and implemented, report Local Dashboard Indicators, implement WASC Action Plan
- Assure all reports, requests, and other deliverables as required by various governing or authorizing bodies or Board policies are complete
- Ensure fulfillment of accreditation recommendations and requirements

#### Instructional planning and management

- Assist in the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the schools contribute to the organization's mission and reflect the priorities of the Schools
- Monitor the delivery of instruction, programs and services of the schools to maintain or improve quality
- Advocate for equitable academic and extracurricular programs in all facets of the school and promote student academic achievement at all levels
- Work with Assessment team to monitor student data to drive instruction and programs
- Monitor and ensure successful testing participation and administration
- Ensure SPED and intervention services are provided appropriately
- Ensure proper teacher training and professional development is being provided
- Monitor and support compliance issues that arise with students, Homeschool Teachers, or ITAs, including Compliance Conferences
- Work directly with Administrative Cabinet, Instructional Cabinet and Instructional Team Advisors on a regular basis to plan and implement goals, mission and vision of the schools
- Collaborate with Department Directors and Administrators and ensure information, processes, and procedures from Departments are shared with fidelity and in a timely manner



#### Human resources planning and management

- Work with the Executive Director to determine staffing requirements for organizational management and program delivery
- Help oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Help to recruit, interview and select staff that have the right technical and personal abilities to help further the schools' mission
- Ensure that appropriate onboarding and training is provided to new staff
- Oversees a performance management process for all staff which includes working with teams on conducting performance reviews
- Coach and mentor staff as appropriate to improve performance, provide additional support to staff when necessary using appropriate techniques

#### Financial planning and management

- Work with Executive Director, Chief Fiscal Officer, staff, back office and Boards to prepare a comprehensive annual budget
- See that all funds, physical assets, and other property of the school are appropriately safeguarded and administered
- In collaboration with the Executive Director and CFO, administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization, and ensure that annual budgets and financial reports are prepared and submitted to all pertinent parties
- Work with the the Executive Director and CFO to project academic program needs, capital project planning, and professional development

#### Oversight of Legal Issues

- Oversee state regulations and licensing requirements
- Help oversee coherent policy of student conduct, special needs requirements, and supervision
- Collaborate in review and recommendations for school insurance and risk management coverage
- Help oversee legal compliance of policies, procedures, and staffing
- Ensure compliance with all state and Federal laws, guidelines, requirements

#### Community relations/advocacy/communication

- Communicate with educational partners to keep them informed of the work of the schools and to identify changes in the community served by the organization
- Foster positive authorizer relationships



- Collaborate on regular communication to staff through weekly bulletin, staff meetings and emails
- Be responsive and address staff, student, parent, community, and calls
- Represent the schools at community activities to enhance the school's community profile
- Work closely with Charter Service Organization to ensure services are being provided
- Establish good working relationships and collaborative arrangements with community groups, charter groups, other like charters and other organizations to help achieve the goals of the organization
- Be professional, fair, and a team player in all duties, actions, and communications
- Provide oversight to individual school organization components

#### Qualifications:

- Resides within the service area of the school
- Hold a valid California Teaching Credential with an EL Authorization
- Administrative Credential – Obtained or Pathway
- Minimum 3 years of leadership experience & 1 year as a Director or Assistant Director
- Minimum 5 year of charter experience including Homeschooling/Independent Study teaching experience (such as HST or similar position)
- Demonstrated excellent interpersonal communication skills and exceptional written and verbal communication skills
- Demonstrate strong decision making, problem solving and conflict resolution skills; able to make difficult decisions without being divisive
- Work experience and demonstrated ability to supervise and support a group
- Demonstrated ability to work with diverse audiences, work effectively as a team member, work independently, and be self-motivated
- Demonstrates strong financial intelligence and long term vision for fiscal stewardship; allocates resources according to school and board goals
- Demonstrated ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner
- Demonstrated competency in using electronic communications methods when distance/virtual trainings are a factor

#### **Working Environment and Physical Demands:**



*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is generally performed in the employees home. Employee is required to meet students in a public location.

**Physical:** Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machine; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as carts and boxes of books.

**Vision:** See in the normal visual range with or without correction, read printed materials and tell differences among colors.

**Hearing:** Hear in the normal audio range with or without correction.

**Speech:** Speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups.

**Hazards:** Potential exposure to emotional individuals.

**Additional Requirements:**

Valid California Driver's License/proof of insurance (or reliable transportation)

First-Aid Certificate Desired

DOJ fingerprint Clearance

TB Risk Assessment Clearance

Appropriate US Work Permits as required

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

The Charter School does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the



ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Charter School maintains a tobacco-free, drug-free environment.