



GOLDEN

CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT
GOLDEN,
PRESIDENT &
CEO**

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Dr. Bard De Vore
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Ruth F. Quinto, CPA
Scott Barton
Isaiah Green*

*Golden Charter Academy
1626 W Princeton Ave
Fresno, CA 93705
(559) 293-3157
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EXHIBIT A

Director of Quality Control

Department: Administration
Supervisor: Chief Executive Officer
Status: Full-Time, Exempt
Salary: Begins at \$62,400 – \$80,060
Reporting Days: 231 (Start 7/11/2023 – 6/23/2024 Stop)
Hours: Monday – Friday, 7:30 a.m. – 4:30 p.m.

The Director of Quality Control will be responsible for maintaining and enhancing the quality of campus culture and implementing policies.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The successful candidate will work closely with staff and students to ensure that the school's campus structure & standards are met and exceeded. This role will focus on the quality of staff and students, aiming to identify areas where improvements can be made, and providing support to make those improvements happen. The requirements listed in the job description are representative of the knowledge, skills and abilities required.

RESPONSIBILITIES

The following is a list of duties that are representative of the position and include but are not limited to:

- Provides high-level administrative support and assistance to the Chief Executive Officer
- Performs clerical and administrative tasks including drafting letters, memos, Provides high-level administrative support and assistance to administrative Staff.
- Collaborate with the school leadership team to develop policies and procedures that will enhance the quality of education, culture, and vision of the school.
- Manages levels and quality of performance, Campus Safety Campus Procedures & Policies.
- May recruit, interview, hire and train staff.
- Identify areas where staff or students may be struggling and work with the administration team to develop strategies to overcome challenges.
- Works with administration to help oversee day to day operations.
- Performs any additional duties as assigned by the administration team.



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REQUIRED SKILLS AND ABILITIES

- Experience in data analysis and interpretation.
- Strong communication and interpersonal skills.
- Strong leadership skills with a passion for education and a desire to help others succeed.
- Demonstrated ability to work collaboratively with staff, parents, and students.
- Ability to work independently and to take initiative in identifying areas for improvement. Excellent time management skills with a proven ability to meet deadlines.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- First Aid/CPR may be required

EDUCATION AND EXPERIENCE

- Bachelor's degree in education or a related field.
- At least 3 years of experience in teaching or education administration.
- Previous experience in a school district or government entity preferred.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 15 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance
- Indoor/outdoor work environment