



## **Job Description: Head of School**

The Head of School takes primary responsibility for the growth and well-being of ARISE as an institution for all stakeholders. The Head of School works with the Instructional Leadership Team, the School Culture Leadership Team, the Board of Directors, and staff, students and families to advance the vision and mission of the school, and to ensure the school's fiscal, physical, and academic health. The Head of School demonstrates the competencies and look-fors described in the ARISE Leader Profile.

The role is divided into the following categories:

- Strategic Leadership
- People Management
- Human Resources
- Instructional Leadership
- Student Culture & Engagement
- Community & Family Engagement

### **Strategic Leadership**

#### **Strategy**

- Engages Board of Directors, leadership team, staff, teachers, students, families, and community members in the development and implementation of a mission aligned, annual data-driven strategic plan
- Effectively communicates vision, mission, and core values to manage progress towards vision and mission fulfillment
- Develops and maintains a data dashboard that is aligned with the ARISE Mission, Vision, and Strategic goals
- Engages ARISE staff and the Board of Directors in using the Data Dashboard to drive decisions

#### **Finance**

- Serves as liaison between the school and all financial compliance agencies
- Approves, codes, and manages all invoices and expenditures at ARISE in compliance with financial management laws and regulations and appropriate use of funds
- Manages Bank Accounts, Lines of Credit, Credit/Debit Cards, and other school accounts
- Creates financial priorities based on school priorities and adjusts the budget accordingly in partnership with EdTec
- Ensures that the school has the resources necessary to achieve its vision, mission, and goals and manages resources effectively to ensure ARISE's long-term fiscal health
- Ensures operational and financial compliance, develops the annual budget in partnership with EdTec, and monitors financial performance
- Responsible for certifying all transactions
- Manages restricted funds and ensures they are spent down and appropriately designated (Title I, II, III, Measure N, CTEIG, SWP)

- Oversees cash flow planning in conjunction with EdTec

### **Audit and Year End Close**

- Ensures maintenance of appropriate internal controls in all aspects of the charter in order to meet audit compliance
- Coordinates the preparation of all documents for the annual audit
- Coordinates the preparation of all documents and submits statements for year end close
- Collaborates with auditors in order to meet all compliance requirements
- Collaborates with the Board of Directors Finance Committee and updates the board on financial and audit outcomes

### **Operations**

- Collaborates with Board of Directors to oversee governance of ARISE
- Collaborates with the Board of Directors to, as needed, update the charter
- Oversees day-to-day and year-long school schedule to ensure alignment with vision, mission, goals, and priorities (including but not limited to staffing, calendars, course offerings, and rosters)
- Ensures that the school operates on budget by meeting student enrollment and attendance targets
- Creates and maintains mission aligned student and adult policies as needed (students, staff, families)
- Ensures compliance with relevant regulations (e.g., IDEA), maintenance of external commitments (e.g., WASC Action Plan, LCAP Plan), and coordination with key partners (e.g., Seneca Family of Agencies, El Dorado Charter SELPA)
- Lead and manage business, operational, and academic systems for daily operations
- Leads the response and communication to staff, students, and families in emergency situations

### **People Management**

#### **Talent Strategy**

- Designs a multi-year strategy for talent programs that nurture ARISE's culture
- Makes working at ARISE more meaningful and rewarding

#### **Talent Engagement & Retention**

- Builds staff capacity to support student and adult social-emotional development and promote a positive, safe, humanizing, and distinctly ARISE school culture
- Owns and monitors retention of effective teachers and staff
- Uses a data driven approach to measure and analyze staff engagement (teacher survey)

#### **Talent Selection & Recruitment**

- Uses data to establish annual staffing plans
- Leads and is responsible for recruitment and selection of mission aligned teachers and staff
- Allocates resources to support teacher and staff recruitment, selection, induction, development, and retention

### **Talent Development**

- Cultivates, develops, and evaluates the members of a high-quality, aligned, and mission-driven leadership team
- Coaches key leaders on managing and developing their teams; designs and leads leadership development activities
- In collaboration with the instructional leadership team, provides teachers and staff the resources they need to successfully meet ARISE's annual priorities and empowers them in their professional learning:
  - Differentiated coaching, mentoring, and professional development aligned with identified needs;
  - Data-based goal-setting, rigorous evaluation, and actionable feedback on instructional practice (using the ARISE Teacher Evaluation Tool); and
  - Leadership opportunities for teachers and staff.
- Engages in difficult conversations with staff individually and collectively to drive professional growth
- Is responsible for conducting staff investigations, and issuing discipline when indicated
- Conducts annual evaluations of employees that are data driven and aligned to ARISE's strategy

### **Instructional Leadership**

- Sets the overall academic vision and annual priorities for student success, ensuring a focus on ARISE's mission and vision, and Linked Learning
- Manages the instructional leadership team and teachers to achieve ARISE's annual goals
  - In collaboration with the instructional leadership team, engages in regular classroom observations to advance strategic goals, and evaluates teachers
- Communicates high expectations for learning to all members of the school community and instills a growth mindset of continuous improvement across students and adults
- Oversees analysis of multiple forms of student data to identify gaps, areas for growth and to make strategic decisions about student achievement and instruction
- Is ultimately accountable for student achievement
- Oversees the Academic Counselor team to ensure supports are being offered to students and graduation tracks, college and career readiness, and long term strategic planning are being implemented
- Supervises special education and ensures all reporting and legal requirements are met
- Supervises RSP Lead to ensure all IEPs and special education services are being appropriately applied and all compliance is being metanaging the RSP Lead and preparing for the build out from Seneca

### **Human Resources**

- Responsible for the onboarding of all new employees
- Coordinates 401K benefits for all employees
- Coordinates Health benefits for all employees
- Coordinates CalSTRS benefits for certificated employees
- Develops all Employee Agreement Letters and ensures all staff has the appropriate human resource documentation to comply with HR regulations
- Oversees any Human Resources issues in collaboration with our HR, insurance, and legal partners
- Title IX compliance officer

- Manages any accommodation requests filed by employees and provides appropriate response
- Manages FMLA requests and provides appropriate legal, payroll, insurance, and HR responses
- Develops and submits biweekly payroll
- Collaborates with EdTec to ensure all payroll complies with local and state guidelines and regulations
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### **Student Culture & Engagement**

- Demonstrates cultural competence and a commitment to equity by modeling explicit conversations about race, class, and equity
- Sets annual priorities and manages coordinated efforts to address key ARISE-wide student issues (including but not limited to truancy, student services, and engagement)
- Enhances ARISE's philosophy on student culture and management with systems and practices that are restorative, responsive, consistent, clear, and transparent
- Communicates and sets tone and expectations with students and families around overall expectations and school culture
- Collaborate with and supervise the Dean of Students to advance the school's philosophy on discipline with systems and practices that are restorative, responsive, consistent, clear, and transparent
- Leads discipline at ARISE and ensures students adhere to the Student Handbook
- Leads meetings and ensures all paperwork and processes are being met to regulation when disciplinary action is needed

### **Community & Family Engagement**

- Actively and regularly communicates and collaborates with families, guardians, and community members regarding school vision, expectations, and avenues for support
- Manages and evaluates the Family Coordinator, collaborating to update and maintain the family handbook
- Engage in direct and timely communication with students and families about issues of concern
- Drive community awareness of ARISE as a school option to increase community investment and enrollment and ensure that the school reflects the diversity and needs of the community
- Acts as an advocate for justice and equitable outcomes for students and community members
- Cultivates and manages strategic partnerships to bring the appropriate expertise and/or resources to ARISE in service of all students
- Participate in key spaces that mediate positive school culture and engagement such as whole school community meeting, events, student leadership, service learning, scholar athletics, school spirit activities, and attendance motivators
- Leads the enrollment team and supports them in using data to meet enrollment targets
- Presents at middle schools and leads enrollment and recruitment efforts to meet enrollment targets

The Head of School directly supervises, manages, and evaluates the following staff members:

1. Director of Teaching and Learning
2. Dean of STEM

3. Dean of School Culture
4. Director of Operations
5. Parent Coordinator
6. RSP Lead
7. Academic Counselors