**Interim Executive Director Post**

**Job Title:** Executive Director (Interim) [District] [SYXX-XX]

**Category:** Administrator

*Foxborough Regional Charter School is committed to creating a work environment that celebrates and promotes diversity, and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

**District Overview**

One of the exciting aspects of working here is our student diversity. Drawing 1,700 students from our large geographic region, we bring students and families from various backgrounds, ethnicities, and experiences into three vibrant school communities (Elementary, Middle & High School). Our families speak over 20 languages and live in more than 20 sending districts. With diversity as one of our greatest strengths, it drives positive student learning and life at our school. At FRCS we have a commitment to equity and inclusion and we have made a commitment to hire and retain a diverse staff and employees who are committed to antiracist curriculum.

**Job Summary:**

The Interim Executive Director will provide leadership, oversight, and direction to the FRCS community. S/he will prepare the School for a change in leadership, and create a transition plan that will lead to success for the incoming Executive Director. The Interim Executive Director should have the ability, skills, and experience to quickly assume leadership of the School and build productive relationships with FRCS Board of Trustees, students, staff, community, leadership team, consultants, and other key stakeholders and partners, as well as help the school develop its mission and vision and continue key strategic initiatives. The Interim Executive Director will be responsible to the Board of Trustees for the recruitment and employment of all personnel, for the development of curriculum, administrative rules, regulations and procedures to implement the educational program within the framework of all state and federal laws.

**Job Responsibilities:**

Financial:

* Review and manage a school budget that reflects fiscally responsible decisions for the district, while seeking to advance the goals for the schools.
* Oversee allocation of financial resources, align vision and resources, and formulate priorities.
* Oversee the creation, implementation, and execution of spending plans for federal grants.
* Ensure the school is maximizing all public revenue sources

Operational:

* Oversees compliance to all state and federal regulations
* Execute faithfulness to the District Charter and oversee the Charter Renewal Process
* Exercises power to develop procedures and instructions as may be necessary to implement board policies and advance the work of the organization
* Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.
* Oversees short and long-term maintenance plans for the district campus, school buildings and grounds, including all capital and infrastructure projects within the district
* Oversee the creation, implementation, and fidelity to all personnel policies and practices.
* Ensure adherence to the administration of policies that ensure excellence in operation and management of the district.

Academic:

* Serve as the educational leader of the school district.
* Ensure that the mission and goals of the school district are adequately reflected in its educational program
* Evaluate curricula, teaching methods, and programs to determine their effectiveness, efficiency and utilization and to ensure that school activities comply with federal and state laws and regulations and Board policy or directives, and implement changes as appropriate.
* Oversee academic programs, such as those to evaluate student academic achievement.
* Ensure completion of student assessments in accordance with Board policy and state and federal laws and regulations. Initiate program changes in light of such assessments.
* Ensure that the mission and goals of the school district are adequately reflected in its educational program

Communication:

* Develops, coordinates, and implements the communication strategy for the district
* Effectively communicates the vision and mission of the school district to all stakeholders
* Establishes and maintains a program of public relations to keep the public informed of the accomplishments, activities and needs of the schools and the district
* Maintains relationship with Mass Charter School Association

**Strategic Initiatives:**

* Implementing a strategy for how data driven decision making can best inform effective curriculum and instructional practices
* Knowledge of current research and trends in the areas of Social Emotional Learning. Provides leadership in these areas as appropriate to the District's needs. Assists building and district leaders in identifying, planning, and implementing a coordinated SEL program for the district.
* Overseeing and evaluating the district’s Accelerated Roadmap as it pertains to closing the opportunity and achievement gaps.
* Developing a Diversity Equity and Inclusion plan for the district that builds a culture of trust , understanding and respect for differences

**Supervises:**

* Chief of Staff
* Deputy Director
* Director of Human Resources
* Director of Finance
* Director of Operations
* Director of School Climate and Culture

**Critical Competencies:**

* Manage oneself by being organized, prepared, and punctual
* Manage resources, meet deadlines, follow through on commitments
* Act in ways that directly support the mission and vision of FRCS
* Use clear verbal and written communication and active listening skills
* Develop and maintain rapport and effective relationships with children and adults contacted in carrying out duties and responsibilities by using courtesy, diplomacy, collaboration, cooperation and professional conduct
* Contribute to the goals and success of all teams and team members through collaboration, cooperation, and flexibility in team discussions, activities, and decision-making
* Maintain high ethical standards, legal responsibility, and confidentiality

**Qualifications- Required:**

* Education: Hold a Master’s degree.
* Completed at least 3 years of experience as an education administrator in a K-12 setting
* Experience working in an urban school district
* Candidates are subject to background checks including, CORI clearance, and fingerprinting
* Current authorization to work in the United States - Candidates must have such authorization by their first day of employment.

**Qualifications- Preferred:**

* Education: Doctorate Degree preferred.
* Hold a Massachusetts Teaching License in School Superintendent