

## **Job description: Director of School**

**POSITION OVERVIEW:** Reporting directly to the Georgetown Community School Board of Directors, the Director serves as the highest administrator at Georgetown Community School.

The Director is cumulatively responsible for all aspects of organizational health, including but not limited to: enacting the school's vision/mission; overseeing the realization of the elementary and early learning center's goals and outcomes; meeting the school's fundraising and other financial goals; maintaining CDE accreditation; maintaining the ELC's strong rating in Colorado Shines; guiding the school's professional culture; being accountable to the school's authorizer; and managing finances, development, and human resources.

The Director is ultimately responsible for the execution of all programs and procedures in alignment with the school's mission and vision, with input from a broad range of constituents and stakeholders.

**EMPLOYMENT STATUS:** This is a full-time, exempt, at-will position. The Director reports directly to the Board of Directors.

**SUPERVISES:** Educational Coordinator (EC), Early Childhood Education Director (ECE Director), all Administrative and Maintenance Staff.

**OVERALL LEADERSHIP RESPONSIBILITIES:** Many of the Director's responsibilities are cumulative and involve organization-wide leadership.

- **Enacting Mission and Vision:** Maintain alignment between all programs and the overall vision, mission, and core values of Georgetown Community School.
- **Organizational Leadership:** Work with the Educational Coordinator (EC) and Early Childhood Education Director (ECE Director) to develop, maintain, and enhance all aspects of Georgetown Community School to ensure positive outcomes for students and a strong, collaborative professional culture. Supervises direct reports in a manner that promotes success, efficiency, and on-going development. This includes effective delegation; training, development, and support of staff; establishing performance requirements; and evaluating staff supervised.
- **Strategic Planning and Implementation:** Consistently plan for efforts to achieve the strategic outcomes of all aspects of organizational health and growth, including but not limited to academics, child development, health and wellness, support services, organizational stability, and financial strength. Maintain alignment between the school's mission/vision and the policies and strategic direction of Georgetown Community School's Board of Directors.
- **Board Work:** Report to the board and maintain a positive, working relationship with the Board. It is incumbent upon the Director to keep the Board informed of all financial and legal matters, and to work with board members on the various committees. The Director is expected to attend all committee meetings, within reason, and to share updates on the school and bring back recommendations from the committees to be implemented in practice.

**INTERNAL MANAGEMENT:** The core elements of internal management are those key pieces that flow naturally from our mission and are the central, measurable things Georgetown Community School will do to see our vision become a reality.

- **Enforcement of Rules and Regulations:** Honor all local, state, and federal laws, rules, and regulations. Appropriately and directly respond when infractions occur.
- **School Culture:** Develop and maintain a staff culture that embodies the school's core values and brings the mission/vision to life. To do this, the Director will work directly with all staff members to develop and maintain this school culture.
- **Financial Management:** Ensure accurate financial management and oversight to guarantee that Georgetown Community School secures all needed revenues (including enrollment projections), stays within the board approved budget, and effectively protects assets. Ensure effectiveness of accounting and auditing consultants.
- **Human Resources:** Establish systems that ensure that recruiting / selection processes benefit Georgetown Community School; ensure that employment legal requirements are met; and ensure ongoing care and overall HR administration meets the needs of employees and Georgetown Community School. Validate monthly payroll processes and expenditures.
- **Internal Communication:** Implement high quality, timely, and effective communication from Georgetown Community School leadership to the staff, students, board members, committee members, and other internal stakeholders.

**EXTERNAL RELATIONS:** The Director is the most externally facing employee of the school and much of the role is building and maintaining positive working relationships with external partners.

- **Development Work:** Ensure the financial health and longevity of the school by cultivating relationships with foundations, corporations, and individuals who provide financial support to the school. Ensure that the school meets its short- and long-term fundraising goals.
- **Community Outreach and Partnerships:** Be the face of the school to the external community. Although the Director may not be the primary point person for every relationship, the Director must be aware of, connected to, and nurturing relationships with all organizations (including and not limited to: Clear Creek School District, Town of Georgetown and related committees, Georgetown Colorado Police, Clear Creek Sheriff Department, etc.). Community outreach may also include advocacy at the local and state policy level.
- **Authorizer Relationship:** Maintain a strong relationship with the school's authorizer, currently the Clear Creek School District, and with CCSD Superintendent, CCSD Board of Directors. Funding and external assessments go through CCSD and it is essential that the Director maintains a positive, working relationship with the authorizer.
- **External Communication:** Implement quality, timely, and effective communications from Georgetown Community School leadership to key partners, the community at large, and other critical stakeholders.

**MISSION ALIGNMENT:** Mission-aligned members of the community share the following values and beliefs. As the organization's leader, the Director is expected to model all of the following as well. Mission aligned members:

- Dedicate themselves to the school's mission and vision, adopting a "whatever-it-takes" attitude in helping our students succeed.

- Understand that relationships are essential to working with students. Staff members pursue appropriate and healthy relationships with students, including advocating for them and their success.
- Believe our students have strengths and assets, and build on these strengths in their work. Maintain a positive attitude and a solution-based approach to challenges in the work place.
- Oversee open and consistent communication with students and their families about their academic progress, health success and needs, parenting success and needs. Also communicate proactively with colleagues about student needs to ensure integrated support.
- Are committed to restorative justice as a mean of addressing conflicts or challenges in the community, whether between students, staff members, or students and staff members.
- Are committed to inclusive excellence. This means they are willing to engage in conversations about privilege, power, equity, and diversity, and are willing to invest time in community-building and professional development based on inclusive excellence.
- Are active participants in a supportive and demanding professional community that fosters respect, trust, honesty, risk-taking, open-mindedness, flexibility, collaboration, and continuous improvement.

**QUALIFICATIONS:** Applicants for the Director of Georgetown Community School are expected to meet the required qualifications and, ideally, many of the desired qualifications as well.

**Required Qualifications:**

- Have at least three years of executive leadership experience.
- Have experience with development and fundraising.
- Have experience managing a complex budget, including working with restricted revenue streams.
- Be a highly collaborative, results-oriented, adaptable, problem-solving self-starter who seeks feedback to continue professional growth.
- Have excellent written and verbal communication skills.
- Commitment to and experience working with students from diverse backgrounds with unique academic and personal needs.
- Previous experience working in an Early Childhood Education and/or in an Elementary School.

**Desired Qualifications:**

- Have a master's degree in school administration or a relevant field.
- Have a teaching license.
- Have experience with charter schools, either as a teacher or with charter school laws generally.
- Experience using data to inform instructional planning and practice. Comfortable using Microsoft Excel, sharing and analyzing student performance results, and constantly working to improve practices.
- Experience working in an entrepreneurial, dynamic school or similarly demanding environment.
- Be positive, thoughtful, passionate, motivating, and empowering with staff and students.
- Be computer savvy, with proficiency in email, word processing, spreadsheets, Google Docs, etc.

- Have experience using Infinite Campus.
- Familiarity with the Clear Creek County community.

**SALARY:** \$62,000-\$85,000 with benefits, commensurate with experience.

**APPLICATION PROCESS:** To apply for the Director position, submit a resume and statement of interest to [gt.board@ccsdre1.org](mailto:gt.board@ccsdre1.org)

Please include references.

Included in your statement of interest (no more than 2 pages), applicants should address the following questions:

- 1) Please introduce yourself, and what interested you in applying for this opening.
- 2) How can schools best find a balance between setting high academic expectations for individual students and supporting these students by “meeting them where they are” in life?
- 3) What would be your ideal school environment, and how would you encourage that kind of culture?