

CLASS CODE: 3008
REPORTS TO: Board of Directors
FLSA CATEGORY: Exempt
LEVEL: Management

CHARACTERISTICS OF THE CLASS

Functions as the chief executive and strategic leader of Visions In Education Charter School (Visions); responsible for providing direction, leadership and guidance to the management team, instructional services, business operations, human resources and curriculum support services; responsible for program compliance with Visions Charter, Federal and State Charter laws, and other regulatory mandates; and has oversight responsibility for program fiscal management.

ESSENTIAL FUNCTIONS

Any one position may not include all the duties listed nor do all the listed examples include all tasks that may be found in positions of this class.

- Provides leadership and guidance in strategic planning and organizational change.
- Responsible for development and achievement of VIE's vision, mission and values.
- Responsible for establishment and maintenance of program and individual goals and objectives, and the formats to monitor, evaluate and recognize achievements.
- Conceptualizes and articulates strategies to improve student achievement and business and fiscal services.
- Provides direction, leadership, guidance and input in the development of operational strategies, processes and programs that support instruction.
- Brings creativity to instructional methods, plans and implementation.
- Provides leadership and guidance to the instructional management team and collaborates with them in the development, implementation and assessment of programs designed to improve student achievement.
- Provides leadership and direction for student support services (ELL, Special Education, counseling, attendance and testing).
- Provides leadership and direction in enlisting school-wide efforts by staff and students.
- Mentors, guides and leads the management team to ensure program, student and customer service goals are achieved and that leadership and teamwork are developed and practiced.
- Provides one-to-one management and coaching support for the management team.
- Provides direction and guidance to instructional and business management to enhance student services and to help ensure that programs interface.
- Develops visibility within the charter school movement and the community in general and forms key partnerships with SJUSD management, other charter organizations, local law enforcement and social service agencies.
- Monitors, evaluates and analyzes trends and policy issues relating to charter schools and student achievement.
- Ensures program compliance with Visions Charter, state and federal charter school laws and related educational laws.
- Maintains confidentiality.
- Perform such other duties as the Board may assign.

QUALIFICATIONS

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a valid California teaching credential.
- Possession of a valid California administrative credential.
- Administrative experience in instructional leadership. Prefer an individual with knowledge of charter schools, a home school program, or an independent study program.

SKILLS, KNOWLEDGE AND ABILITIES:

- Experienced, highly motivated, well-organized individual who can help take the organization to the next level in terms of student achievement and team leadership.
- Experience conceiving, designing and managing strategies and programs that facilitate organizational change and/or improvement.
- Demonstrated success leading a management team in developing, managing and evaluating business plans and strategies.

- Ability to think strategically while having the skills to handle day-to-day details and problems.
- History of success in roles requiring logical, systematic thinking while leading multiple priorities in a fast-paced environment.
- Ability to work with flexibility, efficiency, diplomacy and confidentiality, both independently and as part of a management team.
- Ability to develop short-range and long-range business and program plans.
- Knowledge in learning theories, human needs, and curriculum development and assessment.
- Knowledge of school finance and budget.
- Knowledge of charter school laws and regulations.
- Knowledge of staffing, organization, selection, and supervision of personnel.
- Ability to demonstrate, use and motivate others to the highest level of customer service.
- Skill in defining problems, collecting information, establishing facts, evaluating alternative solutions, problem solving and drawing valid conclusions.
- Written and oral communication skills requiring clarity and diplomacy in communicating with a broad and diverse audience.
- Knowledge, skill and ability to use a wide variety of office equipment including, but not limited to: personal computers, associated software programs (including Windows, word-processing, desktop publishing, spreadsheets, database and web based applications), e-mail, Internet, copiers, faxes and phones.

OTHER QUALIFICATIONS:

- Possession of a valid California driver's license, availability of a vehicle and evidence of vehicle insurance.
- Willingness and ability to travel locally and within the surrounding counties.
- Willingness to work irregular hours/days including evenings, weekends, holidays, and on-call for emergencies.

WORK ENVIRONMENT AND PHYSICAL ABILITIES

The physical requirements below are necessary to perform the essential functions. Reasonable accommodations will be made to enable a person with a disability to perform these functions.

- Work environment is a combination of an office setting with occasional travel. Requires willingness and ability to work effectively and move about in an office and travel on an occasional basis to local locations and to surrounding counties.
- Physical, mental and emotional stamina to work an eight-hour shift (and sometimes more hours) under sometimes-stressful conditions, with frequent distraction and interruptions and deal with angry/upset people in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office and computer equipment, to keyboard and write, file, and maintain records and reports.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Sufficient visual acuity to see and read small print.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of lunch and breaks).
- Sufficient mobility to bend, stoop, push/pull, lift, stand, and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Sufficient mobility to enter/exit a vehicle and drive to various locations locally and to surrounding counties.

Created: 7/03 K-12 Charter School Associate Program Administrator

Revised: 2/06 Title, salary, job duties and essential functions; 3/07 format changes & addition of computer skills; 5/2015; 3/2017; 7/2018 Title