

Nova Classical Academy

Core Job Description - Executive Director
Hours - Full-Time (12 months)

Role Summary

The Executive Director is the chief executive officer of the School District, is the professional advisor to the School Board, and is directly accountable to the School Board.

The Executive Director is responsible for guiding and directing all operations and activities of the School District and for informing the School Board of all the needs related to the current and future operations of the District. The Executive Director shall recommend policies to the School Board and, when adopted by the School Board, shall be responsible for implementing, interpreting, and executing those policies.

Responsibilities

- Provide leadership for the School District's educational programs, staff-development programs, and curriculum development to provide the best possible learning environment for all the School District's students
- Inform and advise the School Board about programs, practices, and problems of the School District and keep the School Board informed of the activities operating under the School Board's authority
- Explain the educational needs of the School District to the School Board, recommending necessary new and/or revised policies and staffing changes for School Board action
- Act as liaison between the community and the School District and respond to concerns of parents, students, citizens, and staff to increase understanding of policies and practices and to keep them informed of and involved with School District activities
- Oversee all financial operations of the School District and prepare, present, and recommend budgets to the School Board
- Interpret employee proposals to the School Board, recommend adjustments to employee policies and salary structures as appropriate, and be responsible for the management of all employee contracts and policies

- Develop and maintain a comprehensive strategic planning process in concert with the School Board, which includes short-term and long-term planning and the development of School District goals and instructional goals
- Establish and maintain working relationships with agencies and personnel outside the School District to promote the best interests of the School District through contact with legislators, other executive directors, local government leaders, business, etc.
- Maintain and improve effective School Board-Executive Director relationships by participating in joint seminars and training sessions
- Delegate responsibility and authority to School District employees as appropriate, define the authority and responsibilities of and effectively evaluate mid-management staff
- Complete in a timely manner all required school board, state, and federal reports
- Assume the ultimate responsibility for all aspects of the School District's operation

Required Qualifications

- Demonstrates an understanding of the role policy plays in school district governance and administration
- Demonstrates an understanding of applied statutory regulations governing School Board meetings, communications, procedures, and practices
- Demonstrates an understanding of the distinct roles and responsibilities of the School Board and Executive Director
- Demonstrates an understanding of the role the political process plays in public education and the impact thereof
- Demonstrates understanding of appropriate engagement with local, state, and federal government
- Demonstrates understanding of the roles played by other community leaders in the school district
- Demonstrates awareness of cultivating collaborative relationships between and with School Board members
- Demonstrates effective communication between the school district and its community, including internal and external constituencies
- Demonstrates knowledge of factors that influence school finance, including sources of revenue; expenditure classifications; generally acceptable accounting principles; and local, state, and federal finance calculations
- Effectively balances varied and competing interests to ensure the mission and vision of the school district are achieved

Desired Qualifications

- Inspirational and effective leader focused on high expectations, positive outcomes, and continuous improvement
- Familiarity with and enthusiasm for Nova's charter and with the school's classical educational philosophy
- Strong program development & evaluation skills
- Ability to communicate and implement a plan for the school consistent with a Board driven strategic plan
- Demonstrated commitment to leadership through team building
- Demonstrated ability to communicate a strategically with Board members, parents, and the broader community
- Familiarity with Minnesota charter law and charter operations
- Cultivate and promote an effective, cohesive, and collaborative leadership team culture and climate
- Communicate the school and its vision to the greater community including all external constituencies
- Promote meaningful development environment focused on academic, personal and leadership excellence
- A minimum of five years successful leadership and administrative experience in an academic setting
- Master's degree in a relevant field