

Crosslake Community Schools Job Description

Position:

Executive Director

Location:

Crosslake Community School / Virtual Office

FTE/ Hour Allotment:

1.0 FTE

**Immediate
Supervisor:**

Board of
Education (BOE)

Essential Duties and Responsibilities

The Executive Director (ED) is the chief administrator of Crosslake Community School, responsible for its overall strategic direction, decision-making, and management.

Leadership

- Main contact for the school for MDE, MACS, Osprey Wilds, the school board, and other collaborators
- Set school-wide and program-level goals that focus on continuous improvement, academic achievement, student well-being, and meeting or exceeding expectations set by our authorizer and the state
- Stay mission-driven and focused in making decisions for the school and programs
- Assume a leadership role in promoting and preserving an overall sense of positive, all-school climate
- Lead development of Annual/WBWF and other reports
- Lead the revision and development of the Charter Contract

Collaboration

- Weekly meetings with ED, Seat-based and Online Directors
- Set expectations of collaboration for all staff and lead by example
- Identify projects and resources that would benefit both, or one, of CCS' programs
- Establish routines, best practices, and communication plans with other directors to pave the way for successful collaboration
- Help staff to seek common understanding and work together to create solutions and solve challenges

Communication

- Communicates and implements all board policy decisions and changes to directors/staff at the appropriate level
- Establish district-level communications

- Approve major/potentially controversial communication strategies from each program
- Serve as main Public Relations representative for CCS
- Participate in Staff Meetings for all programs at least once per month
- Regularly connect with Directors to stay informed of happenings in each program

Student Academics & Behavior

- Monitor all-school academic and behavioral data to identify and target areas for improvement
- Collaborate with other directors to develop improvement plans specific to each program
- Regularly monitor and update staff on progress towards meeting academic and behavioral goals
- Allocate resources specifically to address needs with student academics and behavior, as it applies to each program
- Establish clear and consistent expectations for students across the entire school
- Ensure state statutes are being followed and standards are being met

Environmental Education (EE)

- Work with the online and seat-based EE coordinators to establish and grow an overall school EE strategy
- Prioritize and allocate resources to EE to ensure CCS is delivering on its mission
- Ensure EE standards are implemented per the school's authorizer contract

Community Engagement & School Climate

- Partner with other directors to promote and preserve an overall sense of positive school climate
- Develop an overall active community engagement strategy
- Establish and maintain high-profile visibility in the Crosslake community and Statewide in the online education community
- Develop positive relationships and serve as primary Public Relations rep for the school
- Utilize local and statewide community resources in implementing, enriching and improving the school's programs
- Model and facilitate a healthy and positive working environment for all staff in the school

High-Quality Workforce & Professional Development

- Supervise Seat-based director and Online director, as well as other district-level staff
- Observe and manage directors and district-level staff, including evaluations, recognition, and correction
- Provide support and consultation to directors as personnel issues arise, step in as necessary
- Oversee all-school professional development activities to ensure requirements for relicensure and other statutory/contractual items are met
- Ensure evaluation processes are followed in order to build a high-quality team
- Seek beneficial opportunities for combined staff development efforts
- Ensure appropriate licensure and accreditation by all staff members

Fiscal Responsibility & Sustainability

- Responsible for overall financial management in collaboration with HR/Business Manager and outsourced accounting firm
- Lead submission and coordination of Title I, II, IV and other state/federal grant applications

- Ensure equity between programs in the development of the school's annual budget in coordination with the directors, HR/Business manager, Finance committee, and financial consultant
- Oversees all financial transitions including payroll, lease aid, and vendor contracts
- Monitor ADM closely and identify areas where resources need to be balanced

Board of Education

- Serves as Ex-Officio member of the CCS Board of Education
- Works with other directors and board members to develop meeting agenda
- Prepare and present items for the board meetings
- Participate in board trainings, be informed about board processes and laws
- Work effectively and directly with the Board Chair and/or designated committees to ensure effective CCS operations in accordance with the mission and charter contract
- Ensure timely submission of reports to the board within each program area
- Attends and actively participates in all board meetings as a non-voting ex-officio member

Health & Safety

- Oversee the implementation of health and safety policies and procedures

Legal & Compliance Matters

- Designated Title IX Coordinator for the district
- Responsible for all legal and compliance matters, including identifying and resolving legal and compliance issues, working with the school authorizer, legal firm, and HR service provider
- Manage in collaboration with HR/Business Manager legal/HR issues that arise including final hiring/firing decisions

Policy Development

- Develop, interpret, and enforce administrative policies and make recommendations concerning all district-level matters, activities, and problems
- Regularly review bylaws and propose updates/changes to board as deemed necessary
- Stay informed about current legislation, policy updates, and supervise the policy update process
- Review proposed job descriptions and personnel matters prior to them being presented to the board
- Present personnel needs and proposed changes to the board

Technology

- Ensure all students and staff have appropriate technology resources
- Monitor technology-related processes and ordering
- Supervise overall district technology processes

Authorizer Relations

- Primary school liaison with the Authorizer
- Develops charter contract in partnership with staff
- Coordinates site visits in partnership with Directors

- Ensure reporting is completed on time and compliance with other authorizer mandates

Professional Growth

- Networks with other area and charter school administrators
- Stay informed about law changes and best practices in online learning
- Shares ideas, best practices, and knowledge internally and externally
- Attends conferences, trainings, and annual meetings as appropriate
- Participates in school board training events
- Develops annual goals and PD plans to help achieve those goals

Transportation Oversight

- Negotiate and execute transportation contracts in partnership with staff
- Consider transportation needs when developing all-school schedule and calendar
- Develop, implement, enforce transportation policies

Facilities Management

- Leads work with Lakes Foundation
- Prepares long and short-range plans for facilities and sites
- Ensures adequate resources are allocated to facility needs
- Develop long-range plans for facility needs for the online program

Position Qualifications & Required Skills

- Seven or more years of experience in senior management, preferably with nonprofit or educational organizations
- Bachelor’s degree (or equivalent) in business, human resources, or finance
- Strong experience in public relations, marketing, and fundraising
- Knowledge of leadership and management principles for nonprofit and/or educational organizations
- Proven success working with a board of directors
- Entrepreneurial mindset, with innovation approach to business planning
- Dynamic and charismatic team player who enjoys being the public face of an organization

Preferred Qualifications & Skills

- Superintendent licensure
- Charter school administrator experience

Frequency Chart

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit			X	

Use hands			X	
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		
Lift Up to 10 lbs		X		
Lift Up to 25 lbs		X		
Lift Up to 50 lbs		X		
Lift Up to 75 lbs	X			
Lift More than 75 lbs	X			

Salary or Hourly Range: TBD based on FY25 budget and approval by CCS finance committee

Work Schedule and Agreement:

- Contract - 12 month, 220 days
- Hours per day: 8; general business hours are 7:30 a.m. to 4 p.m. but the schedule is flexible
- Hybrid Remote position

Revised:

Board of Education Meeting TBD