



TITLE: Executive Director

SCHEDULE: Full-Time, (12 months)

REPORTS TO: School Board

OVERVIEW OF RESPONSIBILITIES

The Executive Director is responsible for supporting Nova Classical's students, staff, and community with dedication, enthusiasm, adaptability, kindness, passion, and energy. 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. The Executive Director operates as a professional within the guidelines established by Nova Classical Academy. In cooperation with Nova Classical staff and volunteers, the Executive Director works to fulfill the school's mission in the following areas of responsibility:

JOB SUMMARY

The primary role of the Executive Director is to guide and direct all operations and activities of the school district, while modeling intellectual and principled living by demonstrating character and intellectual virtues in accordance with Nova Classical Academy's classical education tradition.

AREAS OF RESPONSIBILITY

- 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
- Cultivate and maintain a communication strategy that is consistent with comprehensive strategic plans and school objectives
- 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 and operational needs of the school district to the School Board, recommending necessary new and/or revised policies and/or staffing changes for School Board action
- Act as liaison between the community and the school district and respond to concerns of parents, students, staff, and citizens 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
- Present proposals to the School Board, recommend adjustments to employee policies and salary structures as appropriate, and be responsible for the management of all employment-related contracts and policies
- Assist the School Board in the development and maintenance of a comprehensive strategic planning process, which includes short-term and long-term planning and the development of school district 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
- 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 ultimate responsibility for all aspects of the school district’s operation
- Adherence to Nova policies, procedures, and the principles of classical education
- Other duties as assigned

REQUIRED QUALIFICATIONS AND SKILLS

- Understanding of the distinct roles and responsibilities of the School Board and Executive Director including, but not limited to:
 - the role policies play in school district governance and administration;
 - cultivating collaborative relationships between and with School Board members;
 - applied statutory regulations governing School Board meetings, communications, procedure, and practices;
 - and, the role political process plays in public education and the impact thereof
- Communicates effectively with the school district’s community, including internal and external constituencies
- Knowledgeable of factors that influence school finance including, but not limited to:
 - sources of revenue;
 - expenditure classifications;
 - generally acceptable accounting principles;
 - and, local, state, and federal finance calculations
- Values and leverages relationships of other community leaders within the school district
- Engages appropriately with local, state, and federal governments
- Effectively balances varied and competing interests to ensure the missions and vision of the school district are achieved
- Committed to professional and technical development through attendance at development activities, scheduled meetings, and relevant training

DESIRABLE QUALIFICATIONS AND SKILLS

- Master’s or other advanced degree in a relevant field
- Current Minnesota State Superintendent license or ability to obtain
- Familiarity with Minnesota charter school law and charter operations
- A minimum of five years of successful leadership and/or administrative experience in an academic environment
- Inspirational and effective leader focused on high expectations, positive outcomes, and continuous improvement
- Familiarity with and enthusiasm for Nova Classical’s charter and with the school’s classical educational philosophy
- Strong program development & evaluation skills
- Ability to communicate and implement academic and operational plans for the school, consistent with a Board–driven strategic plan
- Commitment to leadership through team building
- Ability to communicate strategically with Board members, parents, and the broader community

- 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
- Current or previous experience working in a classical education environment

PHYSICAL DEMANDS

- Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job
- Must be able to remain in a stationary position and/or walk for periods of one hour or more
- Duties are generally performed in an office setting, where some environmental hazards and/or risks may be present
- Must be able to exchange accurate information with the School Board, students, teachers, parents, staff, and the community
- Regular operation of computer or other office machines
- Occasional or frequent standing for periods of 4 hours or more
- Occasional work outdoors in all weather conditions

Last Updated: 6/2022