

SCHOOL DIRECTOR CAREER DESCRIPTION AND EXPECTATIONS

Tutelage School Solutions, LLC

Title

School Director

Office

Greenwood, SC

Travel Required

3-5 times per quarter. Occasional overnights

Description of Position

The School Director (“Director”) serves as the instructional, operational, and growth leader of Greenwood Charter Academy (“GCA”). The Director is accountable to and receives direction from GCA’s Board of Directors (“Board”) and GCA’s contracted Education Management Organization, Tutelage School Solutions (“TSS”). In addition, the Director leads and works collaboratively with the GCA team.

The position will require an experienced leader that can:

- Achieve the enrollment goals as set by the Board and TSS.
- In collaboration with the TSS, develop and implement strategic recruitment, marketing, and communication plans to reach targeted audiences.
- Communicate clearly and enthusiastically to all team members and prospective students and their families to foster a strong GCA community.

- Conduct regular personnel meetings for the proper functioning of GCA.
- Manage GCA in accordance with federal and state law, administrative rules, and Board policy.
- Ensure that facilities are maintained and furnished according to standard by working closely with TSS. Guide team members to use and manage resources prudently. Maintain emotional control and stability in all activities of this position for the safety and well-being of children and personnel.
- Have superior negotiation skills, knowledge, and ability to manage and develop personnel and students at GCA.
- Other duties as assigned by GCA’s Board of Directors or TSS.

Expectations

The following are established expectations for the School Director:

Staff

1. Ability to cast a compelling vision and strategic direction to the team, students, and families and motivate them to take action;
2. Share knowledge, discoveries, and expertise with co-workers and supervisors in an effort to build the skill-set of all team members;
3. Provide productive feedback and guidance to personnel through regularly scheduled team meetings and reviews;

4. Always speak positively of others with whom the Director works, including personnel and parents, even in the face of more challenging personalities;
5. Contribute to a culture of positive reinforcement, encouragement, and respect;
6. Together with TSS, recruit, evaluate, recommend to the Board for hire, orient, and develop the best available personnel who will practice GCA's mission, values, and educational philosophy. Ensure all personnel understand and conform to performance measurements and obligations, as stated in employee handbooks and teacher manuals.
7. Evaluate and counsel all team members regarding their individual and group performance according to the employee handbooks and teacher manuals, prepare written comments, and offer constructive suggestions for improvement when appropriate.

Academics

8. Understand and proficiently present GCA's curriculum, philosophy, methodology, and values to students, team members, and parents. Keep expectations high while inspiring all team members to demand high expectations of the students.
9. Expertise in the school-wide academic standards and state assessment requirements;
10. Ability to translate academic standards and state assessment requirements into instructional plans and strategies;
11. Develop and nurture an ongoing understanding of the nature of this professional position with TSS through participating in continuing education and reading relevant books and periodicals;
12. Regularly consult with Instructional Coaches through weekly meetings by listening to their feedback, assessing potential issues, and making recommendations for further action;

Enrollment

13. Demonstrate commitment to the growth and success of GCA by maintaining strong public relations and conveying the value of GCA to the community of Greenwood and surrounding areas;
14. Oversee student recruitment, admission, and lottery procedures;
15. Actively participate in public speaking opportunities within the community to communicate the value of GCA to citizens and increase enrollment;
16. Establish relationships with leaders of pre-k and early childhood education centers in the area;
17. Achieve enrollment growth year over year to meet the expectations set forth in the charter and school budget;

Board

18. Earn the respect of the Board, personnel, and TSS members by demonstrating the qualities of a servant leader and leading by example;
19. In consultation with the Board, make suggestions and take measures regarding disciplinary action and dismissal of team members;
20. Provide constructive input to the Board and TSS;

These expectations are broadly offered and broadly defined and will serve as the basis of evaluating the Director's job performance.

Accountability

The Director will be ultimately accountable to the Board of Directors of GCA and TSS and will be evaluated by the same.

Compensation

Base salary range from \$75K to \$115k depending upon experience and bonus eligibility.

Education/Experience Requirements

The successful candidate will have five years of school administration experience and a bachelor's degree. In addition, preferred candidates will possess marketing experience, school startup experience, administration certification, comparable professional credentials, and direct work experience in a school setting.