

ST. MARY'S COUNTY PUBLIC SCHOOLS SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

CHESAPEAKE PUBLIC CHARTER SCHOOL CHARTER DIRECTOR

POSITION: Chesapeake Public Charter School Charter Director

REPORTS TO: Director of Curriculum and Instruction, and the Chesapeake Charter School Alliance (CCSA) Governing Board

LOCATION: Chesapeake Public Charter School (CPCS)

ESSENTIAL FUNCTIONS:

The Charter Director is the senior most organizational leader of CPCS. They are responsible for carrying out the strategic goals of CCSA, implementing the Strategic Plan with the Chesapeake Charter School Alliance Governing Board, and collaborating with the Education Director of CPCS to maintain, and promote the mission of the school, all while aligning the vision to the school's core virtues. They work collaboratively with the Education Director, and other school-based leaders and teachers to focus on the most important work—providing an outstanding education to CPCS students and families. They are committed to team building and shared decision-making.

The Charter Director is a non-voting member of the Governing Board and the Executive Committee; is a member of the Finance Committee; a member of the Fundraising Committee; a member of the Facilities Committee; and the designated representative to the Maryland Alliance of Public Charter Schools. The Charter Director has two direct reports, the Accountant & Property Manager. The Education Director is hired by and reports to the Chesapeake Charter School Alliance Governing Board and the St. Mary's County Public School's Charter Liaison.

DUTIES AND RESPONSIBILITIES:

The Charter Director shall:

Fiscal Management

- Collaborate with Education Director, Accountant and Finance Committee of the Board to develop annual budgets and revise as necessary;
- Work with Accountant to develop and revise 3-year budget projections;
- Administer the approved budget, and be accountable for the administration of the budget by maximizing school resources and monitoring spending adhering to forecasted budget;
- Oversee the preparation and timely submission of financial reports to required stakeholders including finance committee and the Chesapeake Charter School Alliance Governing Board;
- Serve as responsible steward of public funds by ensuring that the school's internal controls are followed diligently;
- Oversee bookkeeping, including regular and ad hoc reporting, and revenue and expense tracking;
- Interface with the school's auditor, insurance agent, and other key financial stakeholders
- Implement an effective accounting and inventory system for all school supplies, materials, and equipment;
- Review and approve invoices; and
- Review and approve payroll register.

External Relations

- Serve as a representative of The Chesapeake Charter School Alliance Governing Board and keeps the public informed regarding the success and challenges of the organization;
- Utilize excellent oral and written communication skills and act at all times as a responsible representative of CCSA & CPCS;

- Communicate the mission, values, needs, efforts and accomplishments of the school to the broader community through publicity, public speaking, presentations, etc.;
- Cultivate relationships with other agencies and community organizations in coordinating services for students and families of CPCS;
- Monitor the development and implementation of marketing efforts of CPCS;
- Work with the Board to connect with key political, foundation and, corporate organizations to secure community support;
- Represent CPCS to prospective funders, including foundations, corporations, and government agencies;
- Cultivate relationships with individuals and organizations to receive in-kind support;
- Coordinate the school's fundraising activating, focusing on developing relationships with individual donors, and prioritizing funds that can be used for general operating expenses
- Maintain a donor database;
- Manage newsletters, website, social media, and listservs;
- Work to increase the visibility of the school with various constituencies, including families and staff; prospective families; prospective donors; and the greater community;
- Participate in school based and Alliance sponsored events as appropriate; and
- Write and review grants.

Legal and Compliance Management

- Meet regularly with Authorizer Liaison;
- Provide required reports to Authorizer;
- Work to assure clear and effective communication with the Authorizer;
- Oversee the preparation and timely submission of all compliance reports to required stakeholders;
- Oversee compliance with all government agencies as required by law;
- Maintain a positive, cooperative, and mutually supportive relationship with the SMCPs central administration, parents, CCSA, and representatives of outside agencies;
- Ensure CCSA audit and non-profit status are current;
- Attend and report to the SMCPs Board of Education and County Commissioner meetings as required;
- Ensure compliance to the CPCS charter agreement; and
- Lead the charter renewal process with SMCPs.

Organizational Leadership

- Be a charismatic leader committed to and able to engage stakeholder groups in supporting the mission and vision of CPCS;
- Think and act quickly, creatively, and strategically while working under pressure in order to build positive relationships with Chesapeake Charter School Alliance Governing Board, students, parents, teachers, staff, and the broader community;
- Serve as the school's primary liaison with the Chesapeake Charter School Alliance Governing Board;
- Assist and advise the Chesapeake Charter School Alliance Governing Board in considering policy additions or changes;
- Bring recommendations on policy and procedural processes to the Chesapeake Charter School Alliance Governing Board;
- Inform and confer with Chesapeake Charter School Alliance Governing Board regarding those areas which are their responsibility demonstrating strong organizational, interpersonal and leadership skills;
- Support Chesapeake Charter School Alliance Governing Board participation in long-range planning for the school;
- Work with Chesapeake Charter School Alliance Governing Board Committees regarding facilities management, renovation, and improvements;
- Attend all Chesapeake Charter School Alliance Governing Board meetings as ex-officio and serve on Committees;

- Work to ensure clear and effective communication with the Chesapeake Charter School Alliance Governing Board;
- Report to the Chesapeake Charter School Alliance Governing Board chair and supervise staff to ensure documents and reports for all Board meetings and committee meetings are prepared;
- Attend committee meetings;
- Work collaboratively with the Chesapeake Charter School Alliance Governing Board on special projects and responds to their requests as needed;
- Hire, train, and supervise staff as necessary;
- Advise the Chesapeake Charter School Alliance Governing Board of new or revised policies; government initiatives; and any information highly relevant to the success and running of the school;
- Participate in the School Improvement Planning process and communicate progress to Chesapeake Charter School Alliance Governing Board;
- Prepare and implement Admissions and Enrollment that adhere to required legal policies and procedures, including oversight of the lottery process; and
- Lead the annual calendar development process.

Facilities

- Works collaboratively with the Property Manager to oversee the school's facilities, ensuring that the facilities allow for the successful implementation of the school's mission and goals;
- Manage the planning and completion of all required facilities improvements and capital projects;
- Ensure that all facilities meet all applicable codes and regulations;
- Implement systems and procedures to create and maintain an attractive, organized, functional, healthy, clean, and safe school building; and
- Oversee student transportation, ensuring that all students are able to arrive to school on time, and get home safely.

QUALIFICATIONS:

- Possess a Master's Degree;
- Maryland Advanced Professional Certificate with an Administrator II endorsement preferred; and
- Minimum of five (5) years of experience in leading, preferably with a charter school or other community-based non-profit organization with a focus in education, required.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range F.

BARGAINING UNIT ELIGIBILITY: SMASA