

Birmingham Community Charter High School

CEO/Principal

Title: CEO/Principal
FLSA Status: Exempt
Reports to: Board of Directors
Supervises: Certificated and Classified Personnel

DEFINITION:

The CEO will have authority to execute and oversee administration of the policies established by the Birmingham Community Charter High School and the Board of Directors. Provide leadership in all aspects of the administration, implementation and compliance of programs and services; manage, observe and consult with Administrative, Certificated and Classified staff.

ESSENTIAL FUNCTIONS:

- Report to and be accountable to the Board
- Be responsible for implementation of Board decisions related to the Charter document and perform other duties that may be assigned by the Board
- Attend Board meetings as a non-voting member
- Inform and ensure that the Board of Directors has all necessary information to effectively perform its oversight duties
- Manage the daily operation of the school and work closely with the Board of Directors to execute the long-term, strategic growth of the charter school and its mission and vision
- Develop and refine strategic goals in collaboration with the Board of Directors, Leadership Team, Bargaining Unit Representatives, and the community to achieve its mission and vision, establish clear benchmarks, and track and measure progress
- Recruit, develop, manage, and retain a high quality and a diverse leadership team
- Supervise, support and manage faculty and staff in all aspects of their work including effective instructional support for faculty; maintain open and collegial relationships with faculty and staff
- Use data consistently to maximize student achievement outcomes and close the achievement gap between sub-groups as identified in the strategic goals
- Promote a culture of high expectations
- Oversee the fiscal health of the school for effective operation and long-term sustainability, including involvement in development and management of the operational budget
- Pursue and procure charter grants and development of adequate revenue sources through diverse funding streams (e.g. Federal, State, local, stakeholders, parents and philanthropic support)
- Ensure the operational integrity of the school including satisfactory and proactive compliance with all applicable laws, regulatory reporting, contractual obligations, donor restrictions, and successful charter petition renewal
- Ensure that diversity is a principle and practice that will be articulated throughout the organization which include student demographics, leadership, and organizational policies
- Develop and maintain effective communication with stakeholders including the LAUSD Charter Office, local leadership, school faculty, legal/financial advisors, staff, students, parents, community members, Bargaining Unit Representatives, and other private and public partners
- Represent and advocate for the school at the local and state level including the California charter school community
- Ensure a safe, efficient learning environment through effective management of the organization, operations and resources of the school

Ability to:

- create and sustain an organizational culture that promotes high standards and expectations
- influence the instructional program in positive ways

- foster effective collaboration with staff, students and parents; to respond to diverse community interests and needs; and mobilize community resources
- Utilize effective strategies of communication to ensure a transparent and streamlined process for information flow within, into and out of the school
- Promote the success of the school by acting with integrity, fairness, and in an ethical manner
- Maximize, manage, and allocate financial resources in support of the vision, mission and goals of the charter
- meet Federal and State Standards and charter requirements

QUALIFICATIONS:

Minimum Qualifications:

- a. Master's degree
- b. Valid California Administrative Services Credential
- c. K-12 teaching credential
- d. Minimum seven years secondary teaching experience in public school
- e. Prior charter experience is desirable
- f. Positive references
- g. Evidence of business experience at the high school level

Licenses:

Possess a valid California Administrative Services Credential.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Perform light physical exertion. Lift and carry 25 pounds.