



The Seaside School, Inc. - Executive Director Job Description

Seaside Neighborhood School/Seacoast Collegiate High School

About The Seaside School

Our school was founded in 1996 as the Seaside Neighborhood School. It was one of the first and it is now the oldest public charter school in the state of Florida. The original goal was simple – create a school to address the need for a middle school education in the south end of Walton County – and we haven't stopped since.

We enroll over 400 students in grades 5 through 12. The middle school campus, Seaside Neighborhood School, serving students in grades 5 through 8, is located in the iconic beach town of Seaside, FL. The high school campus, Seacoast Collegiate High School, serving students in grades 9 through 12 is located nearby at Northwest Florida State College's South Walton Campus.

From the school's conception until now, we have worked to foster success for the whole child. We are laying the foundation for success as a person and success as a student beginning in fifth grade. By the time our students graduate, they have completed a collegiate program and are ready to continue their education or pursue employment that will make a positive contribution to society.

Position Overview and Responsibilities

The Executive Director of The Seaside School, Inc. is responsible for all aspects of operating a successful combination charter school in the region. The Executive Director supervises all campus leadership and their implementation of successful academic programming and operations. Additionally, the Executive Director oversees fundraising, growth, board management, and strategic planning. Success in this role means a thriving professional and parent community that advances the mission of the organization to provide SNS/SCHS students with a world-class education.

Leadership Responsibilities:

- The ED is responsible for the overall academic, financial, operational and school related programmatic success and growth of the Seaside School on both campuses in accordance with its mission, the needs of its students and the requirements of the Walton County District and other governmental agencies.
- The ED shall work to hire, develop, equip, lead and retain outstanding persons of diverse experiences, backgrounds and perspectives to serve as members of the faculty and administration.
- The ED must ensure that the curriculum meets the mission of the Seaside School and in keeping with the collaborative philosophy of the Seaside School, prepares all students to be successful in the dual enrollment setting.
- The ED shall create/maintain a strong 5-12 culture through the execution of
 - a. quarterly school-wide events in partnership with the Director of Student Services;
 - b. monthly school-wide professional development programming in partnership with the Director of Strategic Development; and
 - c. a featured student (student/graduate of the month) program in partnership with CAO.

Business Leadership: The ED shall:

- Be responsible for overseeing a successful development program that seeks out governmental, community, foundational and private partnerships.
- Develop and maintain policies that are consistent with the Seaside School Board policies, Walton County School Board Policies, State School Board policies and State law.
- Work annually to ensure the long term viability of the Seaside School as set by the Foundation and Seaside School's Board of Directors.
- Ensure expansion projects are executed on time and all facilities have a management plan.

Stakeholder Leadership

- The ED shall be the public face and main communicator of the organization's mission, vision and goals to stakeholders while advocating on behalf of the school with community partners.
- The ED shall ensure that all Board policies are carried out; shall review those policies and make recommendations for changes; shall prepare reports, respond to all Board inquiries and keep the Board informed on all aspects of the School's operation.

Strategic Planning:

- The ED shall ensure that frameworks and practices are in place to ensure regular cycles of long-range strategic planning and annual goal setting that incorporates data on student performance and stakeholder feedback.
- The ED shall identify policies and procedures in need of improvement and implement necessary changes to make those policies consistent with the School's mission, philosophy, and goals.
- The ED shall collaborate with the Board annually in developing the short and long term goals and share the plan to achieve them.
- The ED shall specifically review and expand the success of the School's successful operations by either expanding the reach of students impacted by the School's success, deepening the impact on students from all sub groups, and/or staff members from diverse backgrounds

What Makes for a Qualified Candidate?

The next Executive Director of The Seaside School will have a passion for advancing the School's mission with prior experience in executive leadership roles in schools.

Specifically, the School is looking for:

- 5+ years experience as a Principal.
- 2+ years experience as a school executive such as Superintendent, Head of School, Executive Director, Chief Academic Officer, or other senior level school supervisory role preferably in a charter school context.
- Experience developing strong community and business strategic partnerships that will enhance the opportunities for students while impacting the region in a positive way.
- Demonstrated results with students across diverse backgrounds with an emphasis on students of diverse racial and ethnic backgrounds, learner needs, and various socio-economic status.
- A strong desire to work alongside a community of parents and leadership from Walton County and surrounding area.
- A strong desire to work at an innovative campus with an emphasis on personalized learning, strong academic models, and the principles of a college and career preparatory education.
- At minimum, the next Executive Director will have a strong understanding of the charter school context including the unique operation demands of working as an independently operated public school.

Compensation and Benefits

The Executive Director will be compensated commensurate to executive leaders in the charter context with a competitive benefits package based on experience and demonstrated expertise in the role. To apply for this position, email your resume and letter of interest to employment@seasideschools.net.