

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

CHARTER DIRECTOR CHESAPEAKE PUBLIC CHARTER SCHOOL

POSITION: Charter Director Chesapeake Public Charter School

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

LOCATION: Chesapeake Public Charter School (CPCS)

NATURE OF WORK:

The Charter Director is the senior most organizational leader of CPCS. They work collaboratively with the Education Director, the senior most instructional leader of CPCS, to maintain and promote the mission of the school while aligning the vision to the school's core virtues. They are responsible for carrying out the strategic goals of CCSA, implementing the Strategic Plan with the Chesapeake Charter School Alliance Governing Board, and the operational functions of CPCS. 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.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours

- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

Fiscal Management

- Collaborates with Education Director, Accountant, and Finance Committee of the Board to develop annual budgets and revise as necessary
- Develops and revises the 3-year budget projections with the Accountant
- Administers the approved budget and is accountable for the administration of the budget by maximizing school resources and monitoring spending adhering to forecasted budget
- Oversees the preparation and timely submission of financial reports to required stakeholders, including the finance committee and the Chesapeake Charter School Alliance Governing Board
- Serves as a responsible steward of public funds by ensuring that the school's internal controls are followed diligently
- Oversees the preparation and timely submission of financial reports to required stakeholders including finance committee and Chesapeake Charter School Alliance Governing Board
- Serve as responsible steward of public funds by ensuring that the school's internal controls are followed diligently
- Oversees bookkeeping, including regular and ad hoc reporting, and revenue and expense tracking
- Interfaces with the school's auditor, insurance agent, and other key financial stakeholders

External Relations

- Serves as the school's primary liaison with the Chesapeake Charter School Alliance Governing Board and keeps the public informed regarding the success and challenges of the organization
- Utilizes excellent oral and written communication skills and acts as a responsible representative of CCSA & CPCS
- Communicates the school's mission, values, needs, efforts, and accomplishments to the broader community through publicity, public speaking, presentations, etc.
- Cultivates relationships with other agencies and community organizations in coordinating services for students and families of CPCS
- Monitors the development and implementation of marketing efforts of CPCS
- Works with the Board to connect with key political, foundation, and corporate organizations to secure community support
- Represents CPCS to prospective funders, including foundations, corporations, and government agencies
- Coordinates the school's fundraising activating, focusing on developing relationships with individual donors and prioritizing funds that can be used for general operating expenses
- Oversees donor records
- Oversees newsletters, website, social media, and listservs

Legal and Compliance Management

- Meets regularly with and provides required reports to Authorizer Liaison
- Works to ensure clear and effective communication with the Authorizer
- Oversees the preparation and timely submission of all compliance reports to required stakeholders
- Oversees compliance with all government agencies as required by law

- Maintains a positive, cooperative, and mutually supportive relationship with the SMCPs central administration, parents, CCSA, and representatives of outside agencies
- Ensures CCSA audit and non-profit status are current
- Attends and reports to the SMCPs Board of Education and County Commissioner meetings as required
- Ensures compliance with the CPCS charter agreement
- Leads 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
- Collaborates with the Education Director to lead implementation of and professional development on key Charter elements including arts integration, environmental education and field studies, MTSS, project based learning, and narrative report cards
- Serves as an active member of the CPCS Leadership Team
- Thinks and acts quickly, creatively, and strategically while working under pressure to build positive relationships with the Chesapeake Charter School Alliance Governing Board, students, parents, teachers, staff and the broader community
- Assists and advises the Chesapeake Charter School Alliance Governing Board in considering policy additions or changes
- Informs and confers with Chesapeake Charter School Alliance Governing Board regarding those areas which are their responsibility strong organizational, interpersonal, and leadership skills
- Supports Chesapeake Charter School Alliance Governing Board participation in long-range planning for the school
- Works with Chesapeake Charter School Alliance Governing Board Committees regarding facilities management, renovation, and improvements
- Maintains visibility with students, staff, families, and community members by attending school and community functions regularly
- Adheres to all ethics requirements regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit the required annual disclosure statement
- Works to ensure clear and effective communication with the Chesapeake Charter School Alliance Governing Board
- Reports to the Chesapeake Charter School Alliance Governing Board chair and supervises staff to ensure documents and reports for all Board meetings and committee meetings are prepared
- Collaborates with the Chesapeake Charter School Alliance Governing Board on special projects and responds to their requests as needed
- Hires, trains, and supervises staff as necessary
- Advises 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
- Co-leads the School Improvement Planning process with the Education Director and communicates progress to the Chesapeake Charter School Alliance Governing Board
- Prepares and implements Admissions and Enrollment that adhere to required legal policies and procedures, including oversight of the lottery process
- Leads the annual calendar development process-

Facilities

- Oversees the school's facilities, ensuring that the facilities allow for the successful implementation of the school's mission and goals

- Manages the planning and completion of all required facilities improvements and capital projects
- Ensures that all facilities meet all applicable codes and regulations
- Implements systems and procedures to create and maintain an attractive, organized, functional, healthy, clean, and safe school building
- Oversees student transportation, ensuring that all students can arrive at school on time and get home safely

QUALIFICATIONS:

Required:

- Master's degree
- Maryland Advanced Professional Certificate
- Five (5) years of experience in leading with a focus in education

Preferred:

- Administrator I and II Endorsement
- Experience with a charter school or other community-based non-profit organization

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 G.

BARGAINING UNIT ELIGIBILITY: SMASA

Updated: 04.2025, 05.2025