



**Executive Director
To begin July 1, 2010**

Inspiring every student to excel in academics, service, and life

The South Shore Charter Public School is seeking a dynamic educational leader to build upon the school's achievements over the past fifteen years. Located in Norwell, Massachusetts, SSCPS is a K-12 public charter school educating 540 students from over 24 communities on the South Shore.

The Executive Director provides educational and intellectual leadership for a unique and vibrant institution with a history of innovation and excellence. The executive director is also responsible for school community relations, external partnerships and development. The position provides an exciting opportunity to a visionary and creative educational leader.

Qualifications: Master's Degree plus 10 years in education, including 5 years teaching and relevant educational leadership experience.

Interested candidates should submit a cover letter, resume, copies of all educational licenses, and copies of degrees earned. Please send to:

Executive Director Search Committee
c/o South Shore Charter Public School
100 Longwater Circle
Norwell, MA 02061

Or email kshipps@sscps.org
Reference in the email subject field: ED Search

Application deadline is **February 22, 2010**

SSCPS is an Equal Opportunity Employer

South Shore Charter Public School

Job Description – Executive Director

JOB TITLE: Executive Director

REPORTS TO: Board of Trustees

Mission

Inspiring every student to excel in academics, service, and life

OVERVIEW:

Reporting to the Board of Trustees (BOT), the Executive Director (ED) of the South Shore Charter Public School (SSCPS) serves as the chief executive of the school. The Executive Director oversees the management of the institution while taking a lead role in collaborating with the Board of Trustees and senior leadership to define the school's mission and set strategic direction, to develop and mentor faculty, and to evaluate and implement curricular and instructional material.

The Executive Director is the head of a unique and vibrant institution with a history of innovation and excellence. This position provides an exciting opportunity to a visionary and creative educational leader.

The SSCPS Board of Trustees is composed of 15 individuals with varied professional backgrounds. Most are parents or grandparents of current or former students, but all share a deep commitment to the school and its mission. The Board and ED have traditionally enjoyed a collaborative and productive partnership.

Reporting to the Executive Director are the following positions:

- K-6 Principal
- 7-12 Principal
- Learning Services Director
- Business Manager
- Executive Assistant/Office Manager
- Technology Manager

The Executive Director is the chief representative of the school to internal and external constituencies. Internally, the ED promotes and ensures the continuation of a positive school culture consistent with the mission of SSCPS. The ED is also president of the South Shore Charter Public School Educational Foundation, a separately incorporated entity that provides philanthropic support to SSCPS and is governed by its own board.

The ED serves as principal spokesman and ambassador of the institution to external groups, including prospective students and their families, state and local government, educational authorities, local media and the business community. The ED has a central role in development.

SPECIFIC DUTIES AND RESPONSIBILITIES:

A. Administrative

1. Oversees the day-to-day operations and activities of the school
2. Directs the development, updating, and implementation of short and long-term plans including, in close collaboration with the Board of Trustees, the multi-year Strategic Plan

3. Maintains appropriate working relationships with the staff, students, parents, and the BOT
4. Monitors and ensures the school's compliance with relevant public laws and regulations, including all filings, reports and audits

B. Governance and Board Relations

1. As an ex officio trustee, attends all Board meetings and other committee meetings as requested; keeps the BOT apprised of current educational trends and issues to help establish administrative and educational policy
2. Provides the BOT with information regarding relevant leadership and administrative developments occurring in other schools, especially in comparable charter schools
3. Works with the BOT Chair to develop agendas for board meetings and ensures that meetings are posted and recorded properly
4. Identifies and addresses administrative and managerial problems, presenting others as necessary to the BOT for its review and action
5. Works directly with the full BOT, the Executive Committee and other board committees, to identify committee goals and to evaluate committee performance

C. Curriculum, Instruction and Assessment

1. Oversees the principals in the development, implementation and evaluation of all curriculum and instructional services; helps assure their alignment with state frameworks, time and learning regulations, and state and federal mandates
2. Oversees, with the assistance of the two principals, level coordinators, and the Education Committee, the development, implementation and evaluation of SSCPS's approved curriculum, assessments, and Technology Plan
3. Ensures that SSCPS meets its enrollment and retention standards and goals
4. Directs and plans the school's organizational structure and systems
5. Analyzes student data (MCAS, SAT, retention, graduation rates, attendance, enrollment, etc.), with the assistance of the principals, level coordinators, School Council members, and submits twice yearly reports on student performance to the BOT
6. Oversees and gives final approval to the hiring of faculty by the principals to ensure that the school's mission and quality of education are enhanced
7. Provides general oversight of K-6 and 7-12 principals' staff development and induction program
8. Promotes and supports the effective and innovative use of technology to enhance instruction and administrative functions
9. Collaborates with the principals, the director of learning services and assessment, and level coordinators, in the planning, implementation and evaluation of SSCPS's staff development programs for professional and paraprofessional personnel
10. Annually evaluates the effectiveness of SSCPS's professional development and mentoring programs and recommends improvements to the BOT as needed

D. External Relations and Development

1. Partners closely with the Board's Development Committee and the South Shore Charter Public School Educational Foundation Board on the Annual Fund and other development initiatives
2. Assists in planning comprehensive development efforts, including a prospective capital campaign, working closely with the BOT, the Development Committee and the South Shore Charter Public School Educational Foundation
3. Leads in building strategic partnerships with current and prospective corporate supporters
4. Advises on current fundraising projects conducted by faculty members, students and the Parents Association

5. Acts as chief ambassador of the school in its relations with other school systems, institutions, state agencies, corporations, local media, community organizations and other external groups

E. Personnel

1. Oversees staff and faculty recruitment, selection and hiring
2. Develops appropriate salary and benefit schedules for faculty staff and negotiates professional contracts
3. Monitors the implementation of all SSCPS personnel policies and annually reviews these policies with the Personnel Committee to ensure compliance with all state and federal laws and regulations
4. Provides general oversight of the K – 6 and 7 – 12 principals' short and long-term succession and absence plans
5. Facilitates the supervision of all faculty and staff members and makes appropriate recommendations concerning retention, discharge and transfers
6. Collects formal and informal data, on an annual basis, on the effectiveness of SSCPS's hiring process, mentoring program, student performance, staff satisfaction with working conditions, and staff retention rates, submitting appropriate recommendations to the Personnel Committee and the BOT

F. Financial Management

1. Guides the process of fiscal planning, budgetary development and interpretation, including the preparation and presentation of the annual budget with recommendations to the BOT
2. Ensures that all educational programs and services are implemented cost effectively, employing sound economic practices while maintaining high levels of quality acceptable to the BOT
3. Monitors and regularly reports on the current status of the school's finances to the BOT
4. Directs studies and planning related to school organization and school facility requirements
5. Works with the BOT, as the BOT's agent, to ensure financing to support short and long-term goals
6. Actively seeks grants and other funding sources that support SSCPS programs and activities

G. School Community Relations

1. Articulates SSCPS's mission and educational programs and policies to the internal community, including parents, students, faculty and staff
2. Maintains an "open door" policy and is a visible and accessible presence in the school and at school events
3. Fosters a collaborative culture that welcomes and values the contributions of students, faculty, staff, parents, and trustees when addressing academic, health and safety, social/emotional, financial and other institutional issues and challenges

H. Facilities

1. Oversees the management of the school's physical assets, including the building, furnishings, equipment, grounds, parking lot and vehicles.
2. Serves on the BOT's Facilities Committee and reports facility issues, problems, and needs to the Committee in a timely fashion
3. Identifies, prioritizes and communicates facility needs to the BOT

I. Other

Performs such other tasks and assumes such other responsibilities that may, from time to time, be assigned by the BOT