

## RPC DIRECTOR JOB DESCRIPTION

Position Title: Director

FLSA Status: Exempt

Days: 220

Supervises: Students, classified and certificated staff

Reports to: Board of Directors

**Purpose:** The Director oversees the general operations and personnel of the Charter School and is responsible for managing the policies, regulations, and procedure to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the charter school. The Director will be responsible for ensuring adherence to the school's mission in the implementation of Redwood Preparatory policies and curricular decisions. Utilizing a collective leadership philosophy, the Director will implement these policies to develop and maintain a cohesive academic program at all grade levels. The Director will be responsible for the implementation of the California State Standards and for working with parents and staff members to provide differentiated instruction where necessary to meet the needs of all students.

The **Director** is empowered to handle, but not limited to, the following **responsibilities:**

- Facilitate the design of the academic program
- Manage and evaluate all instructional and non-instructional staff
- Coordinate student and teacher programming, including curriculum development
- Manage everyday operations including crisis management and life safety compliance
- Write, sign, or co-sign all school checks
- Serve as the lead person for cultivating community partnerships

### **Essential Duties and Responsibilities:**

- Pursue the vision and execute the mission of the School's charter.
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations and emergency procedures.
- Establish the annual master schedule for instructional programs consistent with the school's philosophy, mission statement and instructional goals.
- Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, attendance and discipline matters and communicate with parents as needed.
- Serve as liaison to the Board of Directors, including formal and informal reports to the Board and Charter Authorizer.
- Assume responsibility for the health, safety, and welfare of students, employees, and visitors

- Develop clearly understood procedures and provide regular drills for emergencies and disasters.
- Oversee and ensure maintenance of accurate student attendance records and Independent Study contracts.
- Establish procedures for safe storing and integrity of all public and confidential school records. Ensure that student records are complete and current.
- Protect the confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing information within legal confines
- Attend required committee meetings and extra school sponsored functions

### **Board and Policies:**

- Prepare materials in conjunction with Business Manager for Board meetings, including student academic achievement data based on comparative and longitudinal measures.
- Make recommendations to the Board regarding the budget, personnel, and instructional program
- Implement Board adopted policies to achieve the student achievement goals, by among other things, adopting appropriate procedures and training staff on policies and procedures;
- Collaboration and involvement in the decision making processes regarding school programs and activities
- Draft, implement, and amend as needed the Board adopted student and parent policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures.
- Communicate regularly with Board about the needs, successes, and general operation of the school
- Keep board advised of employees not meeting their contractual agreement.
- Advise the Board of available funding for student programs and services
- Implement State, County, and District policies as required by law
- Meet deadlines for all reporting documents required by Federal, State, County and District agencies
- Provides the school calendar and class schedule to the Board for approval.

### **Vision and Strategic Plan:**

- Provide input to the Board when it drafts, modifies and approves the School Mission and in each subsequent year when it reevaluates the School Mission;
- Draft and submit to the Board the School's LEA, LCAP, and Petition renewal as required
- Implement the Board-adopted policies to carry out the School Mission and Strategic Plans, by among other things adopting appropriate procedures and training staff on the policies and procedures.

### **Academic Performance Monitoring:**

- Create a report reflecting student performance based on state- and federally-mandated assessments, provides a copy to the Board, reviews the performance with the Board, or a committee thereof, and provides input to the Board when setting goals for student achievement on national assessments. The School Director implements the goals for student achievement on such assessments

- Create each trimester a report reflecting student performance based on school level assessments, provides a copy to the Board, reviews the performance with the Board, or a committee thereof, and provides input to the Board when setting goals for student assessment on school level assessments. The School Director implements the goals for student achievement on school level assessments
- Create all academic performance reports required by all federal, state and local agencies as required by law and provides them to the Board for approval
- Attend student study team, 504, and individual education plan meetings for current and past students as needed

### **Staffing and Personnel:**

- Maintain high levels of expectations for the staff and students in terms of achievement, conduct and professionalism
- Collaborate with staff to draft personnel policies and present them to the Board for review and approval
- Recommend any proposed amendments to the personnel policies and present them to the Board for review and approval.
- Present nominations for hiring and terminating all school personnel other than the Director to the Board, for final approval or rejection.
- Present recommendations for the salaries for all School personnel in compliance with any applicable state laws and collective bargaining procedures (if applicable) to the Board for final approval;
- Ensure that all school personnel are evaluated on a yearly basis and create the process for such evaluation;
- Implement all personnel policies, including the school's internal complaint procedures. If applicable, the School Director presents employee grievances to the Board, which hears and decides them (only applicable if employees are given grievance rights under a contract or collective bargaining agreement).
- Conduct staff meetings, as necessary, for the proper functioning of the school

### **Parent, Student and Community Relations**

- Implement the policies and procedures adopted for student expulsion and recommend student expulsions to the Board, upon completion of the school-level procedures.
- Follow the policies and procedures adopted for student suspensions and refer student appeals to the Board to hear and decide such appeals
- Organize and supervise procedures for identifying and addressing special needs of students including health-related concerns, and physical, emotional, and social needs.
- Supervise the exclusion from school of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health of other students.
- At the request of the Board, the School Director communicates with the media and community at large in a fashion that is consistent with the School's Mission and Vision;
- Collaborate with staff, Board, and Parent Council on planning, reviewing, and reporting the annual family and staff surveys
- Collaborate with staff and Parent Council for activities to welcome and involve new families into Redwood Preparatory

- Facilitate Parent Council meetings
- Participate in community outreach activities and maintaining positive communication within the community
- Prepare, revise, submit, and publish annual SARC report

### **Finance and Budget**

- Ensure proper budgeting, accounting, and financial planning.
- Collaborate with the Business Manager in preparation of the school budget as liaison between school and community, interpreting activities and policies of the school and encouraging community participation in school operations.
- Collaborate with Business Manager to implement the Board adopted fiscal policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures.
- Draft amendments to the fiscal policies, and present them to the Board for approval;
- Oversee submission to the Board of the monthly, interim, and yearly budgets and other required financial statements;
- Oversee maintenance and accounting for all student activity funds and money collected from students
- Implement the responses to the audit report as instructed by the Board.
- Maintain and update Student Information System and CALPADS regularly and ensure all certification deadlines are met

### **Facilities**

- Conduct school site needs assessments at the direction of the Board;
- Establish and maintain an effective inventory system for all school supplies, materials, and equipment.
- Assume responsibility for the safety and administration of school facilities
- Conduct capital campaigns as needed
- Ensure that necessary facilities are secured to provide appropriate space for student learning
- Establish and implement any facilities policies
- Plan for, prepare, and pursue Prop 39 facilities requests as needed to accommodate student programs

### **Charter Performance and Renewal**

- The School Director annually drafts any required school performance reports for Board review;
- The School Director collaborates with stakeholders to draft charter school renewal proposals and reports.

### **Qualifications**

- Demonstrates strong communication and interpersonal skills with staff, parents, the community, the Board of Trustees, and other educators. Possess ability to establish and maintain cooperative relationships with all partners, deal effectively and graciously with situations requiring tact and judgment.
- Demonstrates a collaborative, problem solving leadership style that encourages participation, respects diversity of opinion and promotes involvement of all segments of the

school community, not limited to but in addition to the evolving and on-going Local Control Achievement Plan (LCAP).

- Fosters academic excellence by being a mentor to staff and having the ability to motivate and inspire others, as well as having an understanding and commitment to the achievement of all learners.
- A fiscal expert in the school finance with the ability to oversee the budget and budget development process as it relates to the Local Control Funding Formula as well as knowledgeable in identifying new revenue sources available to schools.
- Possess experience in staff and curriculum development; staff and program evaluation; and possess a broad knowledge of technology as used in various education programs for students and staff including Google Drive and affiliated Google programs.
- Have developed a particular expertise in grant writing and school funding models and have familiarity with K - 12 education law and governance.
- Possess knowledge of principles, methods, and procedures related to school operations and safety procedures.
- Possess knowledge of and familiarity with special education policies and procedures.
- Possess ability to use positive relationship based behavioral management techniques.
- Understanding of Redwood Prep Charter School vision, mission, culture, and core values.
- Five years teaching experience with current teaching credentials.
- Valid CA Driver's License; or ability to obtain within 90 days

**Physical Demands:**

The Director spends the majority of the day standing, sitting and walking in the office, through classrooms and on the playground.

May use computers, overhead projectors, TV, etc. which would require a 10 pound force to push or pull the TV stand. When working with equipment it may also be necessary to forward bend, squat, and/or kneel.

They must sit on an occasional or frequent basis. This is done at the desk with forward bending from the waist, leaning on the forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., either occasionally or frequently, depending on the day. May occasionally have to climb or balance on counters, step-ladders or chairs.

Must be able to read and write; see the computer as well as monitor the school facilities areas. The Director must be able to communicate with telephone callers; lobby visitors, and co-workers. Must be able to write, type, and use phone system.

**Work Environment:**

This position works in a variety of settings including office and outdoors and may experience heat or cold extremes as well as fumes, odors, dust, noise level is moderate to loud.

**Right to Revise:**

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice. The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be

construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.