



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Executive Director

Position Description

The Executive Director is the key leadership position of the Atlanta Neighborhood Charter School (ANCS). The two campus K-8 school is a successful charter school that has been operating in the Grant Park/Ormewood Park neighborhood for more than a decade. The school strives to pursue a goal of continued excellence in a city public school with a diverse student population, constructivist curriculum, high academic achievement, and extraordinary levels of family and community involvement.

RESPONSIBILITIES

Leadership – *Ensures that people and resources are allocated appropriately to achieve ANCS's goals. Supports, supervises, manages, and sets clear goals for the ANCS community.*

- ∞ Establishes and leads an effective K-8 school leadership team in a manner that engages and empowers others to take action and responsibility to achieve results.
- ∞ Leads staff in maintaining a climate of excellence, accountability, and respect.
- ∞ Develops a clear direction and shared purpose that guides and unifies all stakeholders.
- ∞ Leads by example:
 - Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings.
 - Demonstrates personal growth and development and sets an example for other by seeking and reflecting on feedback and experiences.
 - Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and discussing problems of mutual interest with others in the field.

Strategic and Organizational Planning – *Ensures that frameworks and practices are in place to ensure compliance with our charter. Performs regular cycles of long-range strategic planning and annual goal setting that incorporates data on student performance and stakeholder feedback.*

- ∞ Drives a collaborative planning process with the school leadership teams that ensures all charter requirements are met and yearly academic goals are established which align with the charter goals.
- ∞ Drives a collaborative process with the board to update and execute the long-term ANCS Strategic Plan.



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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- ∞ Develops and refines strategic goals, with the Board, towards achieving ANCS's mission including identifying critical gaps between where the school is and where it aspires to be, establishes clear benchmarks, and tracks and measures performance.
- ∞ Ensures processes and procedures are in place to assess organizational performance and to support planning for ongoing school improvement.
- ∞ Develops, articulates, and maintains policies and procedures that are consistent with ANCS's mission, philosophy, and goals.
- ∞ Emphasizes student achievement as the primary outcome of schooling.
- ∞ Oversees and supports the development, design and delivery of program initiatives, assuring that the goals and objectives are aligned with the school's overall strategic plan.
- ∞ Supervises all aspects of legal and charter compliance including keeping abreast of legislative issues and developments.
- ∞ Drives a collaborative process to successful renewal of the charter as required.
- ∞ Ensures the school maintains a balanced budget and strong financial health.
- ∞ Leads the staff, finance committee, and board in preparing budgets, monitoring progress, and initiating changes as appropriate.

Positive School Culture – *Inspires parents, faculty, staff and community members to actively support the vision of ANCS. Ensures the development of an explicit shared vision for the school that incorporates the voices and perspectives of diverse stakeholders and opinions.*

- ∞ Articulates mission, values and behavioral expectations that drive student engagement and progress.
- ∞ Builds a unified school culture defined by integrity, rigor, inspiration, and motivation for all students, staff, and parents.
- ∞ Fosters open communications among staff and families and respects difference of opinion.
- ∞ Effectively delegates decision making and problem solving to appropriate personnel.
- ∞ Listens to and responds appropriately to staff, student, parent, and community concerns; delegates to appropriate authority and follows up, when appropriate.
- ∞ Includes various stakeholders in decision making where appropriate.
- ∞ Clearly communicates decisions and rationale to all affected.
- ∞ Promotes a climate of professional collegiality and respect.

Board Partnership – *Works collaboratively with the Board as stewards of the charter.*

- ∞ Takes responsibility for ensuring strong board development, including guiding the board on open meeting and records act, ensuring the new board chair is familiar with Robert's Rules of order and other parliamentary procedures utilized by the ANCS Board.
- ∞ Coaches the board chair and other board members as needed to be effective board members.
- ∞ Meets regularly with the individual board committee chairs.



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

- ∞ Ensures that the Board has the necessary information to effectively perform its fiduciary duty.
- ∞ Reports to the Board quarterly on charter compliance and meeting goals.
- ∞ Assists the Board Chair with scheduling and setting agendas for meetings.
- ∞ Partners with the Board in identifying and cultivating a diverse board that links the school to stakeholders and brings in valuable relationships and resources to the school.
- ∞ Promotes understanding and good working relationships between the Board and staff.
- ∞ Provides direction and communicates to the Board on all school related matters.
- ∞ Provides pertinent and timely information and reports to the Board.
- ∞ Recommends needed policy changes and action.

Fundraising and Marketing – *Works collaboratively with the Board to advance a clearly defined plan that guides all fundraising and marketing strategies employed by the school.*

- ∞ Actively recruits, pursues, tracks, and maintains a diverse donor base of individual, business, foundation and government segments.
- ∞ Identifies school needs and writes proposals for grants, corporate, foundation, and individual support of those needs.
- ∞ Develops and oversees the creation and execution of a strategic marketing plan that provides a clear and concise message.
- ∞ Establishes positive relationships with individual donors and institutional funders.
- ∞ Serves as primary spokesperson to all audiences (government, media, funders, and community partners).

Administration and Human Resources – *Works to ensure that the principles of best practice and integrity guide all school operations.*

- ∞ Recruits, develops, manages and retains high quality, diverse senior leadership team, school leaders, and administrative staff who in turn recruit, develop, manage, and retain high quality and diverse teams.
- ∞ Supervises and evaluates principals, Director of Business Operations, and Special Education Coordinator, and any other direct reports as defined by the board (i.e., NTRP Coordinator)
- ∞ Supervises hiring/firing of all personnel, working within the Board approval process.
- ∞ Ensures compliance of all ANCS, state and federal, policies, laws, and regulations.
- ∞ Ensures that job descriptions are developed and that regular performance reviews are completed and documented.

Community Relations – *Ensures robust parent and community engagement that supports students' success and the school community.*

- ∞ Develops and nurtures family and community relationships and maintains a positive image of the school in the community.



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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- ∞ Directs the development of plans to promote good relations between the school and the community, including attending meetings of surrounding communities.
- ∞ Promotes effective communication between parents and the school and encourages parent visits and involvement in decision making as appropriate.
- ∞ Establishes and makes use of working relationships with local school board and other politicians, and leadership at peer schools. Develops and maintains connections with local, state, and national organizations.
- ∞ Represents and advocates for ANCS at the local and the state level, including the Georgia charter school community.
- ∞ Participates in community affairs that promotes ANCS's mission.
- ∞ Maintains contact with the news media.
- ∞ Promotes and fosters diversity within our school population.

Personal Characteristics – *Certain personal characteristics are essential for success. The Executive Director of ANCS will:*

- ∞ Possess the highest standards of integrity and a strong moral and ethical character.
- ∞ Be open to listening to other points of view.
- ∞ Be approachable, accessible, and highly visible.
- ∞ Have a secure sense of self that results in steady, unflappable leadership.
- ∞ Be capable of thinking clearly and staying focused under pressure.
- ∞ Ability to engage any sector of the greater community socially.

Reports to:

Directly to the ANCS Governing Board Chair, Personnel Chair and Board Members

Education:

Bachelor's degree required in education or related field; advanced degree preferred.

Experience/Qualifications:

The experience and qualifications for this position include:

- ∞ At least 7 years of experience as a senior leader in a fast-paced and results-oriented education or non-profit environment
- ∞ Experience in a non-profit or educational environment, and more specifically a charter school environment, is strongly preferred
- ∞ Demonstrated ability to lead a school to achieve superior academic success in a rigorous, data-driven environment
- ∞ Demonstrated success raising funds in a corporate or nonprofit environment to further the growth and expansion of a company or organization



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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- ∞ Significant financial management skills with experience developing and executing against a budget
- ∞ Executive presence to inspire confidence and passion both internally and externally combined with the persistence and zeal to lead a mission-driven organization toward ambitious goals
- ∞ Exceptional verbal and written communication skills with the ability to create and deliver compelling presentations to diverse groups of stakeholders
- ∞ Proven ability to lead an organization through a strategic planning and implementation process
- ∞ Demonstrated commitment to the potential of urban youth to succeed in rigorous educational settings
- ∞ Entrepreneurial, positive problem solver with the ability to see opportunity in challenges
- ∞ Clear judgment, a mature interpersonal style and the ability to drive collaborative decision-making processes

Salary and Benefits:

Salary and benefits determined by ANCS Board and qualifications. 242-day employee.