

## Mountain Song Community School Position Description

### Executive Director

**Mission:** Mountain Song Community School, as a member of the Alliance for Public Waldorf Education, is a public charter school that utilizes developmentally appropriate holistic education to nurture the body, mind, and heart of each student.

**Vision:** Our aim is to bring forth healthy, confident, free-thinking, self-directed children who are passionately engaged with their education and empowered to contribute positively to the world.

#### **Position Summary**

The Executive Director is accountable to the Mountain Song Community School Board of Directors for all aspects of school performance and operation and for carrying out these responsibilities in a manner consistent with the school's mission and vision. The Executive Director has overall responsibility for the administration, functioning, financial management, instructional quality, and implementation of the strategic plan of the school. The Executive Director shares the vision of working as a servant leader, creating an environment of stability in a rhythmic, balanced, and healthful way so that the school is fully able to fulfill its mission, and each member of the team is able to contribute fully to the vision. The Executive Director has primary responsibility for academic program supervision, teacher standards, community relations, parent relations, and student discipline.

**Reports To:** Mountain Song Community School (MSCS) Board of Directors ("the Board")

**Position Status:** Exempt, Full-Time

#### **Essential Duties**

##### ***Academic and Faculty Operations***

- Oversee and supervise the development and implementation of academic programs, curriculum standards, and teacher standards.
- Supervise Pedagogical Director, Dean of Students, Social-Emotional Health Team, teachers, education assistants and paraprofessionals, and student support specialists
- Oversee faculty evaluations, including faculty observations, goal-setting, self-evaluations, and final evaluations.
- Develop and supervise faculty improvement plans.
- Oversee professional development programs in accordance with established policies.
- Lead as needed and coordinate MSCS faculty professional development trainings.
- Oversee specific programs related to school academic functions to include SPED and MTSS/RTI
- Oversee and lead as necessary MSCS faculty meetings.
- Oversee and lead as necessary Teacher Leadership Council meetings.
- Oversee development of, implementation, and supervision of student behavior, support, and discipline program
- Lead, foster and improve Parent/Teacher/Student Relations.
- Supervise and coordinate response to parent concerns.

- Cultivate faculty leadership and opportunities for growth.

### ***Financial Planning, Accounting, and Budget Management***

- Responsible for the direction, coordination and supervision of financial operations
- Oversees the Business Manager and interfaces with Financial Services Provider
- Leads the budget development process, ensuring inclusion of relevant stakeholders
- Oversees budget, actual expenses, and budget revisions within board-approved appropriation limits; notifies the Board if actual spending exceeds budgeted amounts per the financial policy
- Measures the fiscal health of MSCS as a sustainable program and includes the school budget, volunteer support and hours collected, contributions and donations received, and conservation of resources such as time, materials, and energy.
- Ensures school financial records are maintained in a manner consistent with administrative, ethical, legal and regulatory requirements of the educational system and the Colorado Department of Education
- Ensures the evaluation and revision of systems, processes, ideas and methodologies in positive and productive ways to ensure the financial health and stability of MSCS
- Oversees accounts receivable, accounts payable, vendor contracts, and payroll
- Makes budget and resource recommendations in accordance with the school's strategic plan to achieve the school's stated student outcomes
- Oversees and assists in developing and managing grant tracking and spending
- Oversees and manages collection of fees, fundraisers, etc.
- Reviews and approves all payables
- Oversees cash management
- Oversees supplies ordering to include purchasing, inventorying, and distribution
- Ensures appropriate reports of the school's financial condition are generated for use by the Board, staff, Colorado Charter Schools Institute, state and federal governments, and third-party auditors
- Serves on the Financial Committee of the MSCS Board of Directors

### ***Human Resources***

- Oversees the operations of the HR Service Provider to ensure excellent service to staff and full compliance with Colorado and Federal laws and regulations
- Oversees the maintenance of accurate office records, including personnel records and files, with full confidentiality as appropriate and required by law
- Ensures execution of evaluation delivery for all employees
- Oversees preparation and delivery of staff offer letters
- Oversees the implementation of benefits administration and makes recommendations for the improvement and cost-effectiveness of benefits for faculty and staff
- Oversees protocols and processes for benefits and compensation, recruiting, hiring, retention, and dismissal of all personnel
- Oversees orientation and training for volunteers, substitutes, intern, and employees
- Ensures volunteers, substitutes, and interns are supervised
- Supervises the development and contents of the Staff Handbook to ensure legal compliance with state and federal law

- Ensures HR aspects of staff grievance process and development of teacher standards in coordination with the HR Service Provider

### ***School Support Operations***

- Ensures the front office and custodial staff are well supervised, and that staff maintain a safe, comfortable, and welcoming environment
- Ensures scheduling and logistical processes for support staff are implemented
- Ensures supervision of maintenance of the building and grounds to provide a safe and secure environment which facilitates the school's mission and to ensure adherence to all local, state, and federal guidelines
- Oversees and takes a leading role in planning for facility improvements
- Ensures oversight of management of the school information technology and telecommunications systems
- Ensures oversight and development of the school's safety and security processes, systems, and protocols
- Oversees ancillary businesses such as summer programs, after school programs, before and after school care, lunch programs, etc., as needed and appropriate and in compliance with regulatory requirements
- Oversees review of school insurance and risk management coverage; ensures school remains in compliance with coverage requirements defined by law

### ***Recruitment and Enrollment***

- Oversees development and implementation of policies and procedures related to admissions, waitlists, handbooks, general communication, and student records
- Ensures that recruitment and enrollment procedures are completed with a high degree of professionalism.
- Ensures family exit interview process is implemented, reviewed, and revised as needed.

### ***Student Records, Data, and Assessments***

- Ensures the maintenance of student information databases and files according to best practices; prepares and generates reports including student report cards
- Ensures the transference and tracking of student data to other school districts, schools, and entities requiring student records;
- Ensures appropriate communication with other schools and parents regarding student records as applicable
- Ensures integration of Special Education, Interventionist, Gifted and Talented, and ELL information into student reporting, record keeping and enrollment systems.
- Ensures coordination with Colorado Charter Schools Institute (CSI) to develop and implement the school's system for collection of student records, assessments, and other data (i.e. student demographic information, attendance, etc.)
- Ensures oversight of state-required assessments; assists with scheduling teacher training pertaining to assessments, procurement of assessment materials, technical coordination and implementation, and assessment scheduling
- Ensures that the collection, clearing, secure storage, and management of school and student assessment data and reporting of student data to the state

- Ensures the reporting of enrollment numbers, assessment data, and other updates to the Board as required
- Ensures best-practices related to student information systems

### ***Other Areas***

- Ensures a primary administration liaison to School Accountability Committee (SAC)
- Supervises UIP development in conjunction with ELT, SAC, faculty, and community; presents it to the Board for approval before submission
- Ensures state reporting and compliance activities as appropriate
- Ensures the regular tracking, reporting, and communication to parents regarding absenteeism and trancies; works with parents and teachers to develop attendance plans for truant students
- Ensures fulfillment of accreditation recommendations and requirements

### ***Community Relations***

- Represent MSCS in community and professional meetings, and to state and federal agencies to create a positive public image that maintains an open flow of communication and promotes retention and new enrollment
- Act as Ombudsperson for staff, faculty, student, and parent conflict and facilitate communication and collaboration in accordance with the MSCS Grievance Policy
- Develop and maintain effective communication systems within the school community and build positive relationships with parents to address questions and concerns; direct parents to appropriate individuals or bodies where necessary

### ***Other***

- Serves as ex-officio and non-voting member of the MSCS Board of Directors

### ***Leadership***

- Model positive leadership by possessing and demonstrating a moral and ethical compass that sets a correct tone for the rest of the MSCS community
- Demonstrate a passion for Waldorf education as well as the needs of all students
- Inspire and build a shared vision for operational excellence
- Enable staff, students, families and others to act in positive and productive ways
- Encourage and support staff, families, students, and others as they contribute to the mission of the school
- Communicate effectively and positively in both written and oral forms with the Board, parents, faculty, administrative staff and the community
- Understand the charter school system
- Attend and participate in MSCS Board Meetings as an ex-officio member

### ***Oversight of Legal Issues***

- Maintain knowledge of state policies, regulations, laws and licensing requirements that apply to charter schools; apply that knowledge to ensure compliance
- Oversee activities related to 501(c)3 status

- Ensure legal basis for all school policies and administrative actions
- Oversee coherent policy of student conduct, special needs requirements, and supervision

### ***Other Areas***

- Collaborates with the Board of Directors to identify and create MSCS policies and procedures which adhere to applicable laws, ensure smooth and efficient operation of the school, and are based on current best practices with consideration of all stakeholders' interests
- Collaborate with the Executive Committee for the crafting of Board meeting agendas
- Supports the Board-led Development Process
- Communicates and collaborates with CSI, to include delivering reports as required and coordination in respective areas
- Oversees and manages periodic charter review and renewal process in collaboration with the Board
- Formulates and executes accreditation documents in conjunction with the Board
- Monitors and improves student attendance
- Prepares and delivers reports to the Board, MSCS staff, and MSCS community as required
- Conducts strategic planning in collaboration with the Board
- Conducts capital planning in collaboration with Board
- Designs a budget in collaboration with the Board which ensures short term school effectiveness and long term financial viability, to include the 5-year budget
- Works collaboratively with the Board of Directors, faculty, School Accountability Committee (SAC), and Parent Council
- Share leadership and coordination of MSCS staff meetings; participates in regular staff development meetings and make content-appropriate presentations as needed
- Participates in committees as necessary
- Performs duties as assigned for emergency procedures

### **Other Position Requirements**

This is a twelve-month position that may require more than 40 hours per week, on an at-will employment basis. Local travel (including occasional trips to Denver) will be required to meet with Colorado Charter Schools Institute, regional leaders, and other business personnel and community leaders. National travel may be required to meet with national Waldorf leaders and colleagues. In addition to the outlined job description, will perform other duties as assigned.

### **Minimum Qualifications**

- Understanding of and commitment to public Waldorf education
- Ability to work effectively and collaboratively as a co-equal team member of the Executive Leadership Team
- Certification/degree in administration, MA preferred
- Minimum 5 years school administrative experience
- Knowledge of whole-child behavioral methods
- Decisiveness tempered with patience, diplomacy, confidentiality, and compassion

- Legal knowledge of school-related issues
- Knowledge and experience in public charter school operations
- Public speaking and public relations skills
- Proficient writing and clear communication skills
- Proficient in employee management, specifically employee evaluations and supervision
- Ability to work collaboratively with community groups, private and public agencies, parents, and the general public
- Demonstrated experience analyzing processes, identifying gaps and recommending solutions
- Ability to bring projects to completion
- Strong knowledge of computer applications (Word, Excel, email, Google, etc.)
- Ability to multi-task
- Detailed and effective organizational skills
- Accurately, neatly, and effectively prepares and presents data
- Proven excellent customer service skills
- Ability to articulate the school's mission and vision
- Possess a personable demeanor with a healthy and respectful sense of humor

#### **Physical Demands and Work Environment**

The physical abilities described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear, is required to stand, walk, sit, use hands and fingers, and is occasionally required to climb, balance, stoop, kneel, crouch or crawl. Frequently is required to work with computer keyboard, monitor, and other visual technology; and work may include personal contact with children who may be seated on the floor or at low tables. The employee must occasionally lift and move up to 50 pounds. Close vision is required for detail work. Required work will take place outside and in a classroom and will occasionally be noisy. Working with youth may require exposure to bacterial contamination.