

CLCS Executive Director Job Description

Revised 2/1/12

The **CLCS Executive Director** serves:

The CLCS Board of Directors and the Alameda Community

- By providing strategic oversight for CLCS Board policies and strategic planning related to corporation goals and the educational plans for CLCS schools
 - Adheres to wise budgeting and spending plans
 - Adheres to wise personnel management
 - Keeps the CLCS Board up-to-date on all financial, personnel, and academic matters
- By being a liaison between CLCS, ACLC, Nea, AUSD and the larger community.
 - Reports to CLCS Board regularly on all Alameda community issues
 - Drafts plan to address Alameda community issues
- By providing ACLC and Nea Boards strategic oversight related to the business operation of the schools and corporation.
 - Provides plans for multiyear financial challenges
 - Provides growth and enrollment plans to meet educational goals and financial challenges
- By monitoring the ACLC and Nea educational models for adherence to their charters and educational philosophy
 - Assures that the schools have a sound academic curriculum as measured by API scores and other academic indicators
 - Assures that the schools implement their charter visions
- By seeking and guiding opportunities to strengthen, build, and share our educational programs
 - Shares our educational vision and success with visitors
 - Seeks to make connections to others to promote our educational mission

AUSD Community

- Maintains an open and positive relationship with AUSD School Board members and senior AUSD management.
- Monitors AUSD School Board activities and attends School Board meetings as necessary to give input.
- Liaison for major AUSD issues. Oversees completion of all mandated compliance reports by the individual school's Program Evaluation Committees. (SARC, any AUSD compliance reports, Charter Renewal and AUSD MOU Revisions, NCLB compliance, and facilities issues)

ACLC and Nea Communities

- Heads Financial Committees
- Works with Program Evaluation Committees
- Provides guidance for Lead Facilitators

Greater Alameda Community

- Oversees community use of schools beyond school activities
- Looks for opportunities for community involvement in schools
- Liaison to other AUSD charter schools
- Liaison to other AUSD schools
- Secures community use permits

ACLC and Nea Day to Day Operations

- Implements Charter, Governing Board Decisions, AUSD Memorandum of Understanding
- Approves weekly purchasing reports
- Approves weekly reimbursements claims
- Approves attendance reports to state
- Completes Charter School business with state, county, and district
- Drafts and monitors budgets
- Writes school-wide articles for newsletters
- Creates and executes learner recruitment plans
- Oversees use of facility outside of school day by non school related groups
- Interacts with AUSD on difficult facilities maintenance issues
- Secures appropriate insurance for CLCS, ACLC, and Nea
- Handles major complaints and lawsuits
- Monitors Lead Facilitator's Educational Leadership Initiatives
- Monitors CLCS Facilitator Performance Pay Initiatives

ACLC, Nea, and CLCS Staff

- Meets weekly with Lead Facilitators to help solve school-wide administrative problems and educational problems
- Supervises contractors and non teaching consultants except Special Education and College and Career Counseling
- Supervises ED Administrative Assistant
- Attends school staff meetings at least once a month

ACLC and Nea Governance

- Attends ACLC and Nea Governing Board meetings
- Consults with Lead Facilitators on ACLC and Nea Board agendas and issues
- Implements Governing Board Decisions as appropriate with Lead Facilitators

ACLC and Nea Parent Communities

- Serves on parent fundraising boards
- Supports annual CCEF and Nea PTSA fundraising efforts
- Supports parent participation

CLCS Fundraising

- Advises CLCS on finding appropriate grants to support programs
- Seeks and secures appropriate grants to support CLCS program goals
- Advises CLCS on all fundraising efforts
- Has responsibility for implementation of grants

Charter School Professional Organizations

- Maintains memberships in charter school professional organizations (CCSA and CSDC)
- Attends annual CSDC and CCSA statewide conferences
- Monitors statewide charter issues
- Attends professional organizations business meetings and briefings
- Looks for professional development opportunities for staff related to charter schools

Public Affairs

- Provides conceptual oversight for public relations, websites, marketing, etc.

Legal Services

- Interfaces with CLCS legal advisors on all issues
- Interfaces with legal advisors on contract issues

California Department of Education

- Maintains positive relationship for all compliance issues
- Seeks charter school grants from CDE

EdTec Business Services

- Monitors all business services from contractor
- Fulfills all EdTec contract responsibilities

Human Resources Coordinator

- Collects all required documentation from all CLCS employees at either ACLC or Nea
- Monitors compliance for NCLB and qualified facilitators
- Works with Lead Facilitators and Personnel Committees to do appropriate hiring
- Works with Lead Facilitators on employee dismissal issues
- Advertises open positions
- Hires an adequate pool of substitutes

Contracts and Negotiations

- Reviews, signs and monitors all independent contracts
- Negotiates union contracts as appropriate
- Negotiates with AUSD on all aspects of charters and MOUs

El Dorado County Charter School SELPA

- Reviews, signs and monitors special education contracts
- Works with ACLC and Nea Special Education Directors to have smooth working relationship with SELPA and special education contractors