



CHASE ACADEMY Job Announcement

Executive Director, Chase Academy for Communication Arts

Application Deadline: 06/15/2009

Job Description:

Chase Academy for Communication Arts, located in Columbus, Ohio seeks an extraordinary individual to lead its school. Chase Academy is a community school that caters to children in grades K-8.

The Executive Director will lead a team of talented and dedicated teachers hired through a very competitive recruitment process. He or she will be responsible for mentoring and managing the teaching staff, and will play a critical role in family outreach to continue the extensive parent communication that occurs daily at the school to ensure student success.

The Executive Director will join the school at a point where the school is transforming itself into a new image in an environment where a great deal of room exists for fresh ideas, inspirational leadership, and instructional growth. All back office support responsibilities such as financial oversight, human resources, and facilities are managed while never losing focus on student achievement and academic excellence.

The successful candidate will have expertise and leadership experience in an urban elementary setting, familiarity with the developmental, behavioral, social, and academic needs of students in the early childhood years, and a history of measurable results. He or she must excel at program development, funding development, recruitment and retention in a data-driven school committed to instruction, academic and personal excellence. The Executive Director must be relentless in the pursuit of excellence and be an individual who will do whatever it takes to ensure results. He or she must be able to effectively manage multiple tasks simultaneously, and manage a school with an excellent staff, student body, and parent community.

The Position:

The Executive Director will be a strong, innovative leader with solid academic credentials who will lead this K-8 school to the next level of achievement. The Executive Director's leadership will motivate and inspire faculty, students, and parents to fulfill the school's goals. He or she will be responsible for supervision, evaluation, improvement, public relations, and accountability within the school. The position is the overall leader of the school, with a dominant focus on instructional leadership. The Executive Director will be held accountable for the continuous improvement of the school and its staff and for ensuring high levels of student achievement.

Responsibilities of Leadership/Management:

- Managing competing priorities and deadlines in a fast paced business orientated environment.



- Responding in real time to all staff concerns.
- Leading and managing the school's team of approximately 70 teachers and support staff.
- Building a cohesive team while simultaneously holding the team to high standards of excellence.
- Navigating successfully the complex organizational structure including the support departments.
- Managing different supporting departments (technology, operations, human resources) to improve and support quality of instruction within the school.
- Building and cultivating positive relationships marked by accountability with all members of school community including the parents.
- Developing and managing team performance, including creating accountability structures and professional development plans to support that performance.
- Building a cohesive, strong culture within the school that is a reflection of the broader mission of Success Charter Network. Instructional Excellence
- Researching and implementing new strategies for instruction to enhance student achievement.
- Leveraging formative assessment data to guide learning support and drive instruction, curriculum, and professional development.
- Achievement - Systematically assessing strengths and weaknesses of the school and providing innovative leadership and solutions to address the weaknesses while continuing to build on strengths.
- Teacher Development - Ensuring on-going improvement of teaching for all staff through a variety of strategies, including lesson observations, regular use of data, collaborative planning and enquiry, regular program of training, informal support strategies, and coaching.
- Evaluating teacher performance on a daily basis and providing constant and consistent feedback to improve instruction within the school.
- Providing inspiration, mentoring and instructional leadership to faculty and staff, and articulating educational issues to the school-wide community.
- Curriculum Decisions - Developing and managing accountability programs to ensure instructional excellence and academic achievement.
- Creating and maintaining school schedule that supports high level of student achievement.
- **Qualifications:**
 - Experience managing a high-performing team
 - Results orientated, fast-paced, strategic, decisive, business savvy, inspiring, and charismatic
 - Experience with instruction at the elementary and/or middle school level
 - Proven track record of student achievement
 - Poised, confident and professional in diverse situations • Excellent written and verbal communication skills
 - An ability to inspire continuous improvement



- Entrepreneurial and willing to take risks
- Humble, mindful and willing to continually improve
- Experience working with diverse populations
- Demonstrated success developing and cultivating productive relationships with teachers, students, parents, staff and external stakeholders
- Holds self and other adults accountable for ensuring high standards
- Relentless drive and determination to achieve outcomes and results

Salary & Benefits: Competitive and commensurate with qualifications and experience.

Contact Information:

How to Apply: Chase Academy has partnered with The Learning Assistance Corporation to help with this hire. Please email a compelling cover letter and resume to info@learningassistance.org. Chase Academy is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

CONFIDENTIAL