



Success Portrait – CEO

Position Title: <i>CEO</i>	Reports to:
Department or Job Family:	Approved by:
Date Modified:	Modified by:
Compensation Strategy: \$	FLSA Status:

ABOUT PROVIDENT CHARTER SCHOOL:

Provident Charter School is designed for children with dyslexia and other language-based learning differences to access their potential by providing a high quality, well-rounded education that is delivered through multi-sensory instructional methods and individual learning plans. Our students move into high school prepared to succeed and confident in their own abilities.

PURPOSE/MISSION:

The CEO will lead a school that is committed to the on-going development and well-being of students, teachers, and staff. The CEO will be committed to advancing reading (and all other academic) skills in students who have been diagnosed with dyslexia or are struggling readers. The CEO works at the direction of the Board of Trustees and oversees the fiscal, educational and operational areas of PCS. The CEO is responsible for ensuring that PCS's academic programs and operations are successful and faithful to the terms of its charter. The CEO oversees the annual budget, employees and students.

PRIMARY RESPONSIBILITIES:

- ▶ School Development
- ▶ Strategic Management
- ▶ Culture Development and Behavior
- ▶ HR/Management and Development of People, Systems and Resources
- ▶ Partnerships with Parents and Community Relations (With Board/Faculty and Staff)
- ▶ Operational and Fiscal Management
- ▶ Fundraising
- ▶ Health and Safety (In Consultation with School Nurse/Board Members/Business Manager/School Support)
- ▶ Student Recruitment and Admissions (With Board/Administrative Assistant-Director of Enrollment)



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PRIMARY RESPONSIBILITIES: (DETAIL)

► *School Development*

- Development and implementation of school policies, to include Student Code of Conduct (Handbook) and Employee Code of Conduct.
- Internal and external relationships with board, donors and local community.
- Making sure school is well-managed and in legal compliance with PDE and PPS.
- Making sure the executive staff and board are updated and aware of any potential legal issues.

► *Strategic Management*

- Works with the Board and PCS senior leadership teams to create, refine and implement a strategic plan that develops a stable, sustainable. direction for the success of PCS and the stakeholders it serves.
- Ensures the Strategic Plan and its actions are implemented in a timely manner, monitors routinely the outcomes or initiates adjustments that are regularly reported to the Board.
- Assists the Board president in the development of board agendas. Leads and arranges all board meetings. Provides guidance to the Board and assists in decision making.
- Works with the Board and senior leadership team to ensure collective responsibility for building a unity of purpose, communicating a common vision and mission and creating a positive organization culture.

► *Culture Development and Behavior*

- Observes, identifies, preserves and promotes the vision, mission core values and culture. Is a servant leader.
- High expectations for student achievement and behavior — a focus on developing the whole child with emphasis on social and emotional well-being and the importance of self-advocacy.
- Provides landscape of expectations, i.e., school needs to reflect a family atmosphere – embrace parents and their challenges/frustrations – listen to them and help them work through the issues of language based learning disabilities centered around dyslexia.
- Is inspirational – uses the power of positivity to carry organization forward.
- Consistent norms of orderly, respectful behavior.
- Transformative relationships between adults and students.
- Recognition of parents and their role within PCS.
- Leads faculty sessions, opens in service days and “Welcome Back” sessions. Is the “face” of the school and the culture.
- Student support system that addresses academic and behavioural struggles appropriately based upon the mission of PCS.
- Code of Discipline that includes procedures consistent with state and federal laws.

► *HR/Management and Development of People, Systems & Resources*

- Recruits employees who embrace the vision and mission of the PCS. Recruiting process includes advertising, screening and interviewing candidates, conducting background checks, preparing compensation packets, hiring decision (with input from the Chief Learning Officer and the Director of Special Education), conducting formal orientation for new hires and assigning new hires with mentors, as appropriate.
- Observes teachers, provide feedback and help them to identify development opportunities.
- Strong, effective systems of evaluation — using the appropriate teacher evaluation documents from PDE.
- When performance problems arise, provides constructive, timely feedback and puts the employee on an improvement plan, as appropriate. The PCS’s philosophy is to value the employee vs. being punitive with regards to discipline. However, if adequate improvement is not made, the CEO terminates the employee in a timely manner.



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- Provides opportunities for staff development.
- Manages teacher contracts and compensation for faculty and staff.
- Creates and monitors policies and procedures, i.e., sick leave, family medical leave (FMLA), leave of absence, etc.
- Handles legal issues with staff, parents and students.
- Monitors job descriptions with clarity of responsibilities and lines of accountability.
- Recruiting that attracts and hires talented teachers and support staff.
- Strong collaborative professional learning community that includes a strong professional development experience.
- Retention strategies for teachers and staff.
- Celebrations of awards and accomplishments of teachers and support staff.
- ▶ ***Partnerships with Parents and Community Relations (With Board/Faculty and Staff)***
 - Inform parents and the school community about the unique qualities of the school's learning environment — use print media and social media for frequent updates.
 - Inform parents and the school community about opportunities to volunteer and share space.
 - Advocate for the special mission of PCS and represent the school at local, state and national events.
 - Advocate for public support for the academic and co-curricular programs at PCS.
 - Form partnerships and fosters good working relationships with:
 - PA Department of Education
 - Pittsburgh Public Schools
 - Teachers
- ▶ ***Operational and Fiscal Management***
 - Oversees all PCS operations including budgeting, accounting, human resources, contract management and compliance.
 - Works with the Board to set economic objectives, financial and accounting policies.
 - Manages facility's use, maintenance and renovation efforts; ensures safety concerns are identified, resolves and communicated to the Board in a timely manner.
 - Provides financial reports to the Board, county, state, city and other agencies, as required.
 - Updates policies, procedures and handbooks for teachers, parents and students.
 - Is compliant with:
 - Annual state reporting (PA Department of Education)
 - Annual reports for Pittsburgh Public Schools, chartering district
 - Annual federal and local monitoring
 - Quarterly report card
 - Monthly/year-end financial reports
 - PIMS reporting – fire drills, safety
 - Completes these reports annually:
 - Pittsburgh Public Schools
 - Enrollment planning
 - Master scheduling



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Hiring

▶ ***Fundraising***

- Leads fundraising and development efforts for all PCS's programs and activities to support the growth of PCS.
 - Support growth of school, large staff and multiple programs
 - Update and maintain building
 - Provide things that are value-added/beyond regular education needs
 - Provide new technologies
- Makes the "ask".
- Understands the big picture of where money comes from and how to use it.
- Is comfortable with program officers in foundations.
- Builds relationships and communicates with foundations and politicians.
- Seeks out private government programs – completes paperwork – secure fund to meet agenda.

▶ ***Health and Safety (In Consultation with School Nurse/Board Members/Business Manager/School Support)***

- Provide appropriate and PDE compliant health services.
- Provide a safe environment for adults and students.
- Exhibit sensitivity to liability issues.

▶ ***Student Recruitment and Admissions (With Board/Administrative Assistant-Director of Enrolment)***

- Assist in the development and implementation of a marketing plan to recruit students to PCS.
- Oversee the school admissions process — ensuring compliance with the PA Charter Law and PPS rules and regulations.



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PERFORMANCE SKILLS:

- ▶ Passion for education and a commitment to serving children
- ▶ Inspirational leadership role in facilitating group processes, including consensus building and resolution of conflict
- ▶ Demonstrated ability to lead by example and create a positive work environment
- ▶ Demonstrated entrepreneurial drive/spirit with proven track record
- ▶ Strong written/verbal communication skills with internal and external contacts as spokesperson
- ▶ Fiscal Management and Budget Compliance
- ▶ Critical Decision Making
- ▶ Negotiating
- ▶ Planning, Prioritizing & Goal Setting
- ▶ Innovator with vision
- ▶ Developing staff by providing constructive feedback
- ▶ Trustworthy/Integrity/Humility
- ▶ Compassionate
- ▶ Continuous Learner
- ▶ Respects Diversity
- ▶ Demonstrated ability to work effectively with all racial, ethnic, linguistic, disability and socioeconomic groups
- ▶ Ability to navigate politics – state and city lawmakers/legislators
- ▶ Builds strong networking relationships
- ▶ Team Building mentality

EDUCATION/EXPERIENCE REQUIREMENTS:

Required

- ▶ Graduate Degree, in Education, Business or Administration from an accredited college or university.
- ▶ Minimum five years service in a special education school, special education class, or in a similar situation working with students having special education needs in a charter school setting.
- ▶ Knowledge of dyslexia and/or other learning disabilities.
- ▶ Knowledge of PreK-12 and special education curriculum and District instructional objectives.
- ▶ Knowledge of effective administrative and managerial practices and ability to implement them.
- ▶ Knowledge of local, state and federal laws/regulations applicable to both public and charter schools.

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