



CEO Job Description

About York Academy Regional Charter School

York Academy is the only school of its kind in the Commonwealth of Pennsylvania. Chartered by three school districts, we are a nonprofit public charter school fully authorized as an International Baccalaureate (IB) Primary and Middle School. Our students come from three chartering districts (Central York, York City and York Suburban) with dramatically different racial and socio-economic profiles. Students from eight other districts in York County add to the diversity of our student population.

York Academy was born out of YorkCounts after the 1996 publication of the results of a study conducted by David Rusk, an internationally-recognized urban policy expert. Educational researchers have consistently found that the economic status of a child's family and of the child's classmates are the most powerful factors shaping success in school. In keeping with this research, The Rusk Report detailed the dramatic improvement in academic performance of low-income children who attend strong, middle-class schools. The founders of York Academy intentionally created a tri-district regional charter school to demonstrate that placing students of differing income, racial, and ethnic backgrounds in a demanding academic setting will enhance learning for all.

York Academy opened on August 22, 2011 with students in grades K-2. We have added one grade each successive school year, and will reach full implementation as a K-12 academic institution in 2022 when we will enroll 1375 students from across York County.

York Academy recently completed a successful \$4 million capital campaign and opened our new Upper School in August of 2018. International Baccalaureate Diploma Programme authorization lies ahead of us, and will be in place by 2020.

York Academy emphasizes inquiry-based learning and critical thinking to prepare a student for higher education and the 21st century globalized environment. We have created an academically rigorous program that has the potential to be a national model in education. We are committed to developing young people into future leaders and active, knowledgeable and caring members of a world-wide, diverse society.

General Responsibilities of the CEO

The Chief Executive Officer (CEO) works at the direction of the Board of Trustees and oversees the fiscal, educational, and operational areas of the upper and lower schools at York Academy. The CEO is responsible for ensuring that the public charter school's academic programs and operations are successful and faithful to the terms of both their charter and the IB World School Curriculum.

Critical Responsibilities of the CEO

- **Leads and promotes the ideals of the International Baccalaureate Programme.**
- **Accept leadership accountability for continuous improvement and implementation of the mission, vision, goals, values, and policies of York Academy.**
- **Represent, communicate, and advocate on behalf of the Academy at authorizing agencies, local school districts, local and state government agencies, and business partners, as directed by the Board.**
- **Ensure legal and ethical integrity in the Academy.**
- **Recruit, manage, evaluate, provide leadership to, and inspire the leadership team, including Heads and Assistant Heads of School.**
- **Execute all decisions approved by the Board. Understand that authority resides with the Board, organizational bylaws, Articles of Incorporation, charter agreements, state and federal law.**

Communication

Maintain a visible and accessible presence to the Academy's families and the local communities.

Provide responsive and anticipatory communication with transparency, trust, and integrity understanding that this is an institution funded by the taxpayers and thus all Academy employees are "public servants" in the best meaning of the term.

Provide the Board with regular updates of the schools' activities regarding curriculum implementation, board directives, and fiscal matters.

Provide timely communication out to the Board, staff, local community, local school districts and state and federal agencies.

Comprehensive Planning

Work with the Board and Leadership Team to create, refine, and implement a comprehensive plan that develops a stable, sustainable organization for the success of the Academy and the stakeholders it serves.

Assist the Board President in the development of Board agenda. Attend all Board meetings. Provide guidance to the Board and assist in decision-making.

Work with the Board and the Heads of School as a "governance advisory team" and ensure collective responsibility for building a unity of purpose, communicating a common vision, and creating a positive organizational culture.

Evaluates all school management systems, annual goals and objectives in conjunction with faculty, the board and parents on an annual basis. Develop plans for continuous quality improvements.

Culture Development

Preserve and promote the vision, mission, core values, and culture of the York Academy school community.

Supervise and direct the Academy's day-to-day activities and affairs.

Value and support public charter education as one alternative in public-funded education. Position York Academy as a premier provider of alternative public education choice, promoting the unique qualities of the charter school within the greater York community.

Foster a culture of excellence that is aligned with the legal requirements of the Commonwealth of Pennsylvania and in keeping with the International Baccalaureate Organization's purpose.

Human Resources

Develops policies for employment, employee relations, benefits and services, safety consciousness, performance appraisal and salary administration of all employees.

Collaborate with the Leadership Team to strategize, develop, and implement plans for staff development, staff participation in decision making, and establishing career paths within the organization.

Oversee the development and execution of consistent and fair personnel policies and procedures, including grievance procedures.

Oversee staff recruiting, training, and the development of hiring practices.

Oversee and develop evaluation protocols for all teachers, school-based employees, and Leadership Team.

Directly manage, recruit, and evaluate the Leadership Team.

Operations and Finance

Oversee all organizational operations including budgeting, accounting, human resources, contract management, facilities, and compliance.

Work with the Board to set economic objectives, financial and accounting policies.

Manage facility acquisition, maintenance, and renovation efforts.

Provide, in conjunction with the Business Manager, financial reports to the Board, county, state, and other agencies, as required.

Oversee the Academy's income streams and provide direction for maintaining and seeking new funding sources for the organization and Foundation.

Lead and guide, in conjunction with the York Academy Education Foundation, the school's fundraising activities.

Academic Performance

Implement and instill best practices in education, instructional programs, and charter school operations.

Make student-centered decisions that ensure equitable education for all students.

Promote the success of all students and support the efforts of the Board to keep the Academy focused on learning and achievement.

Develop academic goals and performance benchmarks with instructional leaders.

Execute sound performance management of instructional leaders to ensure student achievement gains are being realized.

Build a high-performing, consistent, data-driven culture.

Ensure that academics, school culture and climate, community engagement, and external partnerships are positive, effective, and tightly aligned to the organization's mission and goals.

Demonstrate knowledge and understanding of International Baccalaureate education practices and policies and encourage best practices.

Relationship Management

The Chief Executive Officer is under the direction of, and accountable to, the Board of Trustees.

Maintain a positive image of York Academy. Be the face of the school to the external community.

Build a strong, positive relationship between the organization and its governing board, foundation, employees, students, families, and the broader community.

Maintain a strong relationship with the chartering school districts and the International Baccalaureate Programme.

Lead funding and development efforts for York Academy.

Required Qualifications

- Passion for innovative education and a commitment to serving diverse groups of children.
- Demonstrated entrepreneurial drive with proven track record.
- Experience in managing and leading high performing teams, schools, school districts, private schools or non-education organizations including strategic development and operations.
- Ed.D. or Ph.D. preferred. Graduate degree in Education, Business, or related area required.

Required Knowledge and Skills

- Superior relationship skills.
- Excellent coalition building skills, negotiation skills and ability to navigate a complex political environment.
- Demonstrated ability to lead by example and create a positive work environment.
- Commitment to a culture of transparency, high expectations, and continuous improvement.
- Experience recruiting, building, and retaining a strong, diverse team.

- Superior presentation and communications skills, including the ability to be an effective spokesperson.
- Capacity to work well with people at all levels within the organization and at key external agencies and organizations.
- Excellent business skills including financial management, personnel administration, vendor relations, and regulatory compliance.

Preferred Experience

- Running successful schools.
- Leading a successful nonprofit.
- Designing and launching new schools.
- Direct classroom or instructional leadership.
- Successful fundraising.
- Launching new ventures or major initiatives especially in educational institutions.

To apply for the York Academy CEO position, please send a cover letter, along with your resume or C.V., to Tina Ziegler at tziegler@yorkarcs.org.

Priority consideration will be given to individuals who submit their materials by Friday, November 2, 2018.