

Position: Executive Director

The Executive Director will bring superb leadership skills that will foster excellence for NECCS academically; nurture a culture that consists of values and behaviors that promote a team environment, empowered and acknowledged staff built around trust and respect that foster integrity in all interactions

The Executive Director will serve as the primary Administrator of NECCS. Responsible for all aspects of the school's organizational strength and well-being. The Executive Director will uphold the school's vision/mission; achieve schools' goals and outcomes, support the school's financial goals by following through on grant and fundraising opportunities, ensuring effective process, procedures and internal controls are aligned with state laws and regulations. Establish and maintain strong academic goals; direct and require a culture of professionalism throughout the school community; maintain accountability in school business affairs, manage and sustain the school financially. Oversee school human resources policies and processes. The Executive Director is ultimately responsible for maintaining and ensuring all programs and procedures are executed in alignment with the mission and vision of the school.

Overall Leadership responsibilities:

The Executive Director of NECCS' responsibilities are cumulative and involve organization-wide leadership.

- Demonstrate a relentless drive to improve the minds and lives of students in and out of school
- Help oversee school-wide strategic planning and problem solving
- Work to positively execute NECCS' school's administrative program

Strategic Planning and Implementation: The Executive Director consistently develops plans to achieve the strategic outcomes of academic growth in the areas of curriculum and instruction, assessments, health and wellness, support services, organizational stability, and financial strength. The Executive Director ensures that the strategic direction of NECCS is aligned with the school's mission/vision as well as the board approved policies.

Board Governance: The Executive Director reports to the Board of Trustees and will maintain a positive, working relationship with them. The Executive Director recommends all approvals to the board. Serves on committees with board members to provide information regarding school performance and assessment data, personnel, financial and legal matters, along with any further critical developments. The Executive Director will serve as a non-voting board member at board meetings. The Executive Director is required to participate in standing and ad hoc committee meetings.

- Facilitate committee meetings and ensure resources and content are available in a timely manner.
- Coordinate calendar invites, meeting agenda content for board meetings and delivery to SBA 5 days in advance of the regularly scheduled board meetings.

- Ensure all necessary motions are provided to the SBA in a timely manner inclusive of RICE notifications.

Internal Management: The Executive Director is responsible for the oversight of the core elements of the internal management system to ensure that they stem from our mission, are central to our vision, and measure the degree to which the NECCS vision becomes a reality.

- Enforcement of rules and regulations: The Executive Director will honor and adhere to all local, state, and federal laws, and regulations and respond appropriately when infractions occur.

Financial Management: The Executive Director will ensure proactive and accurate financial planning, management and oversight (including enrollment projections) to guarantee that NECCS all needed revenues are secured. The Executive Director will prepare the current and upcoming year budget planning and stay within the board approved budget, protect assets, and ensure that accurate services are provided by accounting and auditing consultants.

Human Resources: The Executive Director will establish systems that ensure that the staff recruiting / selection processes benefit NECCS and adhere to legal regulations. The Executive Director will ensure all human resource operations are conducted in accordance with Board policy and school Code of Conduct. Fostering consistency among the staff population, reducing attrition and consistently practicing innovative ideas to promote school morale.

Internal and External Communication: The Executive Director will implement and require high quality, timely, and effective communication to the school community, inclusive of staff, parents, NECCS' leadership, key partners, the community at large, and other stakeholders.

Community Outreach and Partnerships: The Executive Director will serve as the face of the school to the external community and must be aware of who the school is connected to, and nurture relationships with existing and new partnerships. Although the Executive Director may not always be the primary point person, it is anticipated that the Executive Director will maintain healthy relationships with all constituents.

Management and Leadership: The Executive Director will collaborate with the Operations Manager and C&I Supervisors to develop, maintain, and enhance NECCS to programs to ensure positive outcomes for students while providing a strong, collaborative professional culture. The Executive Director supervises in a manner that promotes success, efficiency, and on-going development, through effective delegation, training, and support. Evaluates staff and performs in-classroom observations regularly.

Executive Director will:

- Manage Supervisors of teaching staff, including professional development, perform staff observations, curriculum development, staff communication, scheduling and program decisions.
- Lead faculty to ensure that all staff are providing well-managed and rigorous daily lessons, reasonable and effective daily homework, and regular and productive after school tutoring.

- Foster commitment among faculty and staff to the development and fulfillment of the school's mission and objectives.
- Ensure instructors are accountable for meeting high standards for student academic and behavioral performance according to rubric score of 3 and 4 progress reports and report cards.
- Lead staff on all curriculum, instructional, assessment, and professional development issues and activities to ensure data drives classroom instruction.
- Lead staff to foster consistency among staff in enforcing the Student and Family Handbook and other school-wide discipline policies.
- Facilitate positive faculty dynamics.
- Collaborate with Special Education Coordinator to ensure 504 accommodations, IEP modifications, and counseling needs are met.

School Culture: The Executive Director will develop and maintain a culture among the staff that embodies the school's core values and brings the NECCS mission/vision to life. The Executive Director will work directly with the Operations Manager, Early Childhood Supervisor, C&I Supervisor and other support staff to achieve this. Cultivate an environment of professionalism and accountability among staff and leadership.

The Executive Director will:

- Ensure that school staff maximizes the ability of the entire school community to support students' academic and socio-emotional development.
- Provide leadership to all staff and students in establishing a positive, structured, achievement-oriented, and fun school culture.
- Oversee students' academic and behavioral program, including disciplinary decisions, enforcement of the Student and Family Handbook, scheduling and class decisions, educational program, and assessment and accountability.
- Ensure that traditions and rituals that support the school's college mission are being created and maintained, grade by grade, year to year.
- Foster consistency in academic and behavioral expectations in and out of class.
- Ensure effective exam preparation to ensure student success.
- Work with appropriate staff to ensure the smooth administration and effectiveness of the after school enrichment programs.
- Maintain communication and relations with the families of the school, ensuring they are kept involved with and held accountable for their children's academic and behavioral performance
- In collaboration with Supervisors communicate regularly with families regarding student performance and academic achievement.
- Partner with Supervisors to work with staff to correspond regularly with families regarding school policies, trips, events, and milestones
- Partner with Supervisors work with staff to plan, coordinate, and support family meetings and special events
- Respond to family concerns promptly and effectively

Mission Alignment: The Executive Director, as the organization's leader, is required to model the following behaviors that are aligned to the NECCS mission.

- Dedication to the school's mission and vision, while adopting a "whatever-it-takes" attitude to ensure student success.
- Understand that relationships are essential to working within an urban population with students who come from various unique environments and backgrounds.
- Empower staff to pursue appropriate and healthy relationships with students and one another, while advocating for them and their success.
- Believe in our students' strengths and assets, and build upon them through the responsive classroom approach.
- Oversee open and consistent communication with staff, students and their families regarding academic progress, health and wellness, and parenting support and celebrations.
- Commit to restorative justice as a means of addressing conflicts or challenges within the NECCS community, whether between students, staff members, or students and staff members.
- Commit to inclusive excellence by engaging in conversations about privilege, power, equity, and diversity, while exhibiting willingness to invest time in community-building through professional development based on inclusive excellence.
- Actively participate in a supportive and demanding professional community that fosters respect, trust, honesty, risk-taking, open-mindedness, flexibility, collaboration, and continuous improvement.

Required Qualifications:

- Valid NJ Principal Certification or School Administrator Certification
- Served at least five years in a school leadership capacity (Executive Director Experience preferred)
- Minimum 5-7 years as a licensed teacher inclusive of work in the classroom, specifically in early childhood education and coaching teachers.
- Ability to provide strategies, objectives and goals that support a schools vision and mission
- Successful experience with development and fundraising.
- Possess a strong commitment and experience working with students from diverse backgrounds with unique academic and personal needs.
- Successful experience managing a complex budget, including working with restricted revenue streams.
- Maintain a highly collaborative, results-oriented demeanor as an adaptable, problem-solving self-starter who receives and provides feedback for continued professional growth.
- Demonstrate excellent written and verbal communication skills. Strong leadership and supervisory skills
- Strong organizational skills; extremely careful attention to detail and follow-through.
- Strong analytical and problem-solving skills. Strong communication and negotiating skills
- Ability to work well in a team.
- Exceptional ability to bridge and enhance cooperative working relationships.
- Ability to create, monitor, and maintain systems that enhance organizational efficiency.
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed

Desired Qualifications:

- Previous experience working in an Early Childhood setting
- Experience at a high-performing Charter School (Academic or Executive)
- Experience with school management systems - preferably Powerschool
- Familiarity with the Newark Enrolls process

CERTIFICATION(S)/DEGREE(S) REQUIRED: Master's Degree . Valid NJ Principal Certification or School Administrator Certification

REPORTS TO & EVALUATED BY: Board of Trustees

Employment Status: This is a full-time position, reporting directly to the Board of Trustees

Supervises: School Business Administrator, Supervisors, Operations Manager, Executive Assistant