

CSCE Executive Director Job Description

Reports to: CSCE Board of Directors

Qualifications: The Executive Director will possess a proven track record of success in the following areas

School Leadership
Community Building
Fund Raising
Strategic Planning
Administrative Management

The Executive Director must possess a sound educational philosophy, background and vision grounded in Waldorf education and service to children from poverty and English Learners. Further the Executive Director must have a demonstrated capacity to leverage leadership to effectively develop and extend community relations for CSCE as well as an expressed willingness and a plan to be accessible to donors and community partners.

Reporting to the Board, the Executive Director will implement the development plan for the organization, including: securing funding opportunities, such as private and federal grants and foundation partnerships and cultivating major gifts from individuals and corporations. The Executive Director will work to develop and maintain relationships with existing and new funders that further the organization's mission. In managing the development operation, the Executive Director will also be responsible for donor tracking, as well as coordination of special site visits. H/ she is a big thinker who is able to share and communicate the vision of the Organization to potential funders and build lasting relationships with those interested in supporting the mission. H/ she is a strong writer, has strong interpersonal skills, and is deeply committed to the mission.

Duties and Responsibilities

Educational Leadership Oversight in Implementation of Charter and Grants

- Holds the CSCE vision and mission; helps set the tone and culture of the school, holds the school accountable for its vision and mission,
- Offers oversight to the principal in matters of CSCE vision and mission,
- Offers oversight, support and direction to the principal in identifying objective, measurable goals with timed action plan Jan 2014-September 2014 for
 - launch and implementation of the Community School's results-oriented professional learning community outlined in CSCE's "Professional Learning Community Overview" and agreed to in the Stuart and Cowell grants;
 - guiding teachers in delivering on the teacher-designed performance based assessment project agreed to in the Hewlett-funded BAPAN grant;
 - refining and testing (drawing from the REACH Institute for School Leadership Toolkit) the "Community School Teacher Evaluation Toolkit" agreed to in the Stuart grant.

Local Control Accountability Plan (LCAP) Lead

Lead, in collaboration with LCAP committee, in LCAP rewrite due June 30 2014.

Human Resources

- Responsible for review and selection from a hiring committee's recommendation on administrative staff;
- Responsible together with principal for ensuring CSCE stays within budget;
- Responsible for student recruitment and enrollment

External Relations with Authorizer and Key Partner Relations

- Serves as interface with Association of Public Waldorf Schools
- Serves as interface with California Charter Schools Association CCSA and CCSA Zoom Data Waldorf Partners when those are established
- Serves as interface with community partners

- Leads drafting renewal charter petition and MOU and supports drafting the educational plan section of the petition

- Serves as interface with Alameda County of Education

Board of Trustees Work

- Regularly communicates with the Chairman of the Board (or designated Trustee/Director)
- Reports to and seeks input from the Board and/or appropriate committees regarding the governance of Community School for Creative Education
- Develops and implements recommendations of the Board of Trustees/Directors regarding the governance of CSCE
- Regularly reports to the Board on school activities and relevant matters

Development

- Lead development work with the CSCE Board fundraising chair
- Monitor State and Federal funding initiatives and develop relationships as required; pursue State and Federal funding opportunities where appropriate
- Develop relationships with national and local funders and write grant proposals as required
- Track and create reports for grants
- Represent CSCE in public forums
- Develop communications materials related to development efforts for the website and publish a quarterly newsletter for donors
- Oversee data entry of all donor gifts, including tracking, reporting, correspondence, and follow-up
- Responsible for plan for
 - Individual donors as well as
 - Private donors and
 - In-kind support from community and business

CSCE is an equal opportunity employer. CSCE employs staff of any race, color, national or ethnic origin, ancestry, citizenship, religious affiliation, actual or perceived gender, sexual orientation, marital status, veteran status, age, physical or mental disability, or medical condition where the latter do not impair job performance with reasonable accommodations, and accords them all rights, privileges, programs, and activities generally accorded to and made available to staff at the school. CSCE will not discriminate on the basis of any of the above factors, nor any basis prohibited by law.
