

Southwest Open School Job Description

EXECUTIVE DIRECTOR

Position Summary: The Executive Director's role is to advance the mission and vision of Southwest Open School and to remain true to the SWOS design principles, the character education program, and the expeditionary learning approach. The Executive Director is responsible for providing decisive, energetic leadership to all levels of the school and is responsible for school operations, academic oversight, human resources, facilities, public relations, and finances, as well as the School-Based Health Clinic. The Executive Director reports to the SWOS Charter Board of Directors.

Required Qualifications:

- Understanding of the SWOS mission, vision, and values, as well as a commitment charter school philosophy.
- MA degree or higher; administrative or principal license preferred.
- At least 5 years of experience with teaching and/or school leadership.
- Experience with finance, accounting, business management; experience with accounting systems.

Major Responsibilities and Duties

Cultural Leadership

- Inspires staff, students, community and the Board of Directors to advance the mission, vision, and strategic plan of Southwest Open School.
- Fosters positive communication and collaboration among staff, parents, board members, community members, and other stakeholders and responds to requests for information in a timely manner.
- Fosters a culture of engagement and continuous improvement among staff and students and provides the requisite support to do so.

Instructional Leadership:

- Ensures the implementation of a curriculum aligned with Colorado State Standards and the educational philosophy of SWOS; inspires a positive and effective learning climate.
- Oversees and assists in the creation of academic plans, student schedules, teaching schedules, staff development plans, student and staff handbooks, calendars, and evaluation systems and procedures, including RTL, 504s and Exceptional Student Services.
- Ensures that the SWOS Restorative Behavior support procedures and processes are followed; enforces discipline consistently and in alignment with state law and students' rights.

Administrative Leadership:

- Oversees all operations of school including academics, human resources, school activities, transportation, technology, facilities, and finances, as well as the School-Based Health Clinic.
- Oversees compliance with policies, procedures, and regulations for the following entities: federal, state, district, charter contract, and granting authorities and completes reports to maintain compliance with above entities, including the Charter Renewal Application.
- Collaborates with the district and CDE to submit documentation for maintaining AEC status and selecting accountability measures.
- Serves as a liaison between the school and the RE-1 school district, the San Juan BOCES, the Colorado Department of Education, the Ute Mountain Ute Tribe and other appropriate agencies as necessary.
- Works closely with the SWOS Charter Board, serves as a non-voting member, assists with agendas and retreats and helps with the development of governance policies.
- Responsible for carrying out all Human Relations policies and procedures, including all staff recruitment, hiring, and dismissal of school personnel; Supervises and evaluates (with the support of the Assistant Director) all staff.
- Reviews and oversees the implementation, procedures, and process of the SWOS Safety Plan, ensuring compliance as required by law.
- Supervises and guides student recruitment and enrollment and works with office personnel to prepare appropriate October count documentation.
- Supervises the maintenance of accurate records on progress, attendance, discipline of the students in alignment with school law and FERPA regulations.
- Performs others duties and responsibilities as may be assigned or required by the SWOS Charter Board of Directors.

Fiscal Management:

- Oversees and maintains fiscal policy, administers the budget, and supervises school finances, including Purchased Services agreements and the annual MOU with RE-1 School District.
- Engages in strategic budget planning in collaboration with the Business Manager and the SWOS Charter Board of Directors; creates the preliminary and revised annual budget for the school; presents this budget to the SWOS Charter Board and the RE-1 school district per the charter contract.
- Aggressively researches, plans, and writes grants for all programs that support school improvement; has oversight in the administration and preparation of reports.

Salary:

- Competitive; based on experience
- Comprehensive benefits package

For more information please visit our website <https://southwestopenschool.org/employment/>

Required Applicant Materials:

- Cover Letter
- Resume
- Three References

SWOS is an EOE. The position is open until filled.