

## **Position Description for Jefferson Academy Charter Schools, Westminster, Colorado**

**The Jefferson Academy's Board of Directors** seeks an experienced leader and passionate educator to fully embrace the school's mission and serve as their next **Executive Director**. The Board expects the selected individual to assume the responsibilities of the position on or about July 1, 2026.

### **Jefferson Academy Charter Schools' Mission**

The mission of Jefferson Academy is to help students attain their highest academic and character potential through an academically rigorous, content-rich educational program.

Jefferson Academy envisions a community of parents, teachers, students, and educational and business leaders working together to create a learning environment that engenders growth in character, academic achievement, and the love of learning, resulting in responsible, productive citizens.

**Enrollment:** 2,700

**Location:** Campuses in Broomfield, Westminster, Littleton, Conifer, and Coal Creek Canyon, Colorado

### **The Qualifications**

To be considered for the position, candidates must be a proven leader with a track record of demonstrated results. Specifically, the Board of Directors seeks a servant-minded, visionary leader with deep educational and charter school expertise, strong financial and business acumen, and the interpersonal skill to unify, empower, and communicate effectively across multiple campuses.

#### **Leadership Style and Character**

- **Servant Leadership:** Values humility and service; not authoritarian or a micromanager.
- **Empowering Leadership:** Builds and trusts a talented team.
- **Strong Character and Principles:** Stands firm in challenges, advocates for the school's mission.
- **Calm, Decisive Presence:** Handles stress objectively and confidently.
- **Kindness, Compassion, and Approachability:** Creates a culture of respect and openness.
- **Perseverance:** Demonstrates grit and commitment through challenges.

#### **Vision and Strategic Thinking**

- **Visionary Leader:** Sees long-term organizational direction beyond immediate goals.
- **Strategic Vision:** Anticipates future opportunities and challenges.
- **Growth Mindset:** Focuses on expanding programs, staff excellence, and academic performance.

- **Balanced Outlook:** Balances current success and stability with continuous improvement.

### **Charter and Educational Expertise**

- **Deep Knowledge of Charter Model:** Understands waivers, district relationships, and negotiations.
- **Charter Advocacy:** Supports school choice and parent involvement.
- **Understanding Charter Operations in Colorado:** Navigates local frameworks and compliance and keeps a pulse on district, state, and federal charter developments.
- **Comprehensive Educational Insight:** Experience across multiple school levels, including traditional, charter, and home school preferred.

### **Business and Financial Management**

- **Strong Budget/Finance Ability:** Skilled in financial oversight and analysis.
- **Sound Business/Operational Judgment:** Makes data-informed, fiscally responsible decisions.
- **Balanced Focus:** Pursues growth while maintaining financial stability.

### **Communication and Relationships**

- **Exceptional Communicator:** Assesses before acting, responsive to priorities, and clearly conveys vision and decisions across multiple sites.
- **Collaborative Communicator:** Promotes transparency and trust at all levels. Brings diverse staff and campuses together under shared purpose.
- **Relational Oversight:** Manages principals and relationships without overreach.
- **Partnership Development:** Builds productive relationships with district officials, parents, teachers, students, and educational and business leaders.

**Salary Range:** \$175,000 – \$200,000

Closing Date for Applications: **January 29, 2026**

Board of Directors Interviews: **March 9-10, 2026**

Selection of New Executive Director: **March 17, 2026**

Start Date: **July 1, 2026**

### **Contact information:**

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*The Jefferson Academy Charter Schools is an Equal Opportunity Employer. The school does not discriminate on the basis of race, religion, color, sex, age, national origin or disability and, when needed, will provide reasonable accommodations to applicants and employees. Anyone requesting reasonable accommodation in the application or recruitment process please contact McPherson & Jacobson at the address/phone/email above.*