



Board of Director's Policy Personnel 400 Series

Policy # 400.5

Full Time Employee Job Descriptions

The Executive Director or designee will have on file and available for viewing, job descriptions of all Full Time employment positions at Prairie Crossing Charter School. The Board of Directors or one of its Committees will review and approve the final job descriptions for all full time employee positions. The Executive Director job descriptions is as follows:

Prairie Crossing Charter School Executive Director Job Description

We believe that children are our best hope to improve the world. Offering an integrated environmental curriculum that uses an innovative and experiential approach to learning Prairie Crossing Charter School (PCCS) provides a personalized K-8 public education where children learn the value of community and the environment. With the support of an administrative staff, the Executive Director will be responsible for leading, articulating, inspiring and promoting the School's environmental charter, management of School operations, compliance with regulatory agencies, optimization of finances, fundraising growth, and expanding the visibility of the school to the larger community.

Specifically, the Executive Director will work in concert with the Board of Directors to uphold the school's Charter, Mission, and Vision, through the following:

DUTIES AND RESPONSIBILITIES

Leader of School

- Articulate the unique aspects of the environmental Charter.
- Promote our environmental mission and values as the core of the School.
- Inspire, lead and promote the environmental components of the Charter contract.
- Hire, supervise, and evaluate the Administrative staff.
- Direct the development and implementation of the School's Strategic Plan, in concert with the Board of Directors.
- Work closely with the Board and its Committees.
- Ensure compliance with all requirements of the Chartering Authority and other regulatory agencies.

Finance and Fundraising

- Direct development and implementation of an annual school budget.
- Establish a plan for ensuring long-range fiscal sustainability, in concert with the Board of Directors.
- Direct fundraising activities that meet or exceed established goals.
- Cultivate relationships with donors or other funding sources.

Community and Professional Outreach

- Direct and conduct outreach activities designed to promote the mission of the School within the larger community.
- Establish partnerships with schools and agencies for the purpose of promoting environmentally-focused educational practices.
- Direct internal and external communications that effectively promote the mission and activities of the School.
- Direct activities related to informing families in surrounding districts of the School's mission, programs and enrollment procedures, and ensuring accessibility for all eligible families.

Campus and Facilities

- Direct the completion of ongoing campus projects.
- Leadership of developing the campus to align with the School's environmental mission.
- Direct proper maintenance of campus and facilities.

Other Duties as Assigned

- Other duties as assigned by the Board of Directors.

PREFERRED PROFESSIONAL AND PERSONAL QUALIFICATIONS

- Background including environmental education or similar environmental credential.
- Experience working with a Board of Directors (or comparable governing body).
- Proven experience carrying out strategic plans on behalf of an organization.
- Proven ability to attract, recruit, retain and develop staff who share the vision of the School.
- Management and team-building experience to create an efficient and effective work environment.
- Leadership presence to inspire confidence in the school and its mission.
- Experience with facilities management.
- Knowledge and understanding of the importance of charter schools.
- Proven ability to work in partnership with a Chartering authority and/or other legal entities.
- The ability to identify new sources of funding from foundations, corporations, individual donors and the skills required to secure these resources through relationship-building.
- Advanced degree.
- Illinois Type 75 Administrative Certificate.

Adoption Dates:

Adopted: February 2014