



Darnall Charter School Position Description

Title: Executive Director
Reports to: Board of Directors
Classification: Certificated
Salary Range: Competitive
Contract Year: Minimum 215 Days

General Description

Executive Director works with the Board of Directors to lead the efforts of the staff and to create a collaborative environment in order to effectively carry out policies and programs that support the Darnall Charter School goals. Main tasks include defining and sharing the school's mission, managing daily operations, and ensuring that work practices are effective, efficient, and follow Darnall's human resource policies. The Executive Director is also the main contact and spokesperson for public, media, and political relations.

Representative Duties (non-exhaustive)

Communication

- Oversee the development of the Board of Director meeting agendas, and provide updates to the Board during and outside of Board meetings
- Communicate effectively with staff and stakeholders through various means, and be visible/accessible
- Lead and work within a collaborative decision-making model
- Serve as liaison with after school programs, external vendors, public and media relations, and other service providers
- Establish and maintain positive working relationships with staff, students, parents, and external stakeholders
- Work with the Associate Director to develop and participate in parent and community committees (e.g. ELAC/DELAC, SSC)
- Encourage parent and community involvement and provide information regarding student services available to them

Operations

- Direct the daily operations and maintenance of the school, fostering a safe and welcoming environment for students and staff
- Develop and manage the school budget effectively, including strategic purchasing decisions and approving employee reimbursements and staff payroll
- Facilitate collaboration in developing school plans and procedures (including LCAP) that prioritize student health, safety, and discipline, creating an optimal learning environment
- Ensure reporting and compliance requirements are met for federal and state agencies, District officials, and the Board of Directors
- Collaborate with SLC, for Board approval, the drafting of the upcoming school academic calendar
- Coordinate with the Associate Director on the Extended School Year Program (e.g. summer school) and ELOP

Human Resources

- Coordinate with Human Resources to recruit, hire, train, and support staff, revise job descriptions as needed, and provide payroll change recommendations to the Board
- Monitor and evaluate performance of classified staff, assist with certificated staff evaluations as needed
- Coordinate with Associate Director to provide professional learning opportunities

- Manage labor relations with the bargaining unit, and resolve staff conflict and disciplinary issues

Leadership & Ethical Conduct

- Exhibit exceptional skills in decision-making, problem-solving, change management, and conflict resolution
- Inspire and empower others to unlock their full potential, enhancing both their performance and commitment
- Champion a vibrant school culture that prioritizes continuous learning, deep respect, and strong, meaningful relationships
- Safeguard the rights and confidentiality of all students and staff, cultivating an environment built on trust and mutual respect

Requirements

Requisite Abilities

- Operate standard office equipment and related software applications
- Communicate effectively orally and in writing
- Maintain records and prepare reports
- Work independently with little direction and adopt an effective course of action
- Read, interpret, apply, and explain rules, regulations, policies, and procedures

Knowledge

- California Professional Standards for Education Leaders
- Applicable sections of the State Education Code and other applicable laws
- Special Education laws and codes
- General understanding of employee contracts and collective bargaining agreements
- General understanding of school finance, budget preparation and control, and associated documents
- Principles and practices of administration, supervision, and training

Qualifications

Minimum Qualifications

- Teaching credential, five (5) years teaching experience including TK-8
- Documented leadership experience
- Master's degree in education
- Clear Administrative Services Credential

Preferred Qualifications

- Experience with diverse populations of English Language Learners
- Bilingual English/Spanish
- Two (2) years experience as district or site supervisor
- Experience working in a charter school setting
- National Board Certification

Board Approved: 2/20/2025