

## **Interim Administrator**

This position is: 1 FTE

Starting Full-Time Salary Range: \$57,000 - \$72,000 (commensurate with education and experience).

### **Job Summary:**

The Administrator is responsible for the management and day-to-day operations of the school and reports to the Board of Trustees (the "Charter Board"). The Administrator serves as chief executive of the school and has the authority to carry out his or her responsibilities, in accordance with the direction and policies established by the Charter Board. In partnership with the Charter Board, the Administrator is responsible for the success of the school. S/he provides direction for developing the organization's vision, mission, and strategy; provides leadership for establishing and implementing its annual goals and objectives; and, enables the Charter Board to fulfill its legal, fiduciary and moral responsibilities.

Lake George Charter School (LGCS) is undergoing a period of student enrollment growth and physical expansion. The Administrator will play an integral role in helping the Charter Board develop and implement changes related (but not limited) to facility building, HS curriculum planning, staff forecasting, and MS/HS scheduling.

### **Duties and Responsibilities**

1. Educational Leadership
  - Implements a high-quality, rigorous, joyful elementary and middle/high school program that is consistent with Lake George Charter School's (LGCS) mission and vision.
  - Sets ambitious school goals for student achievement and performance and holds staff members accountable for achieving results.
  - Develops, oversees, and continually evaluates and improves the school's instructional model and curriculum.
  - Models high quality instruction and provides frequent coaching for instructional staff.
  - Builds a high-performing, consistent, data-driven culture, which informs decision-making and instruction at the school.
2. Legal compliance
  - Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
  - Upholds Federal & Colorado laws, especially as they relate to the safety, security and privacy of students and staff.
3. Mission, policy and planning
  - Works with the Charter Board to oversee the growth of the school to its full capacity with grades PreK-12
  - Helps the Board determine the school's vision, overall direction, and short- and long-term goals.

- Oversees the charter renewal and site visit process and development of the school's Annual Report.
  - Develops, implements, and ensures adherence to the school's accountability/uniform improvement plan.
  - Keeps the Board fully informed on the condition of the school and on all the important factors influencing it.
  - Informs the board and its committees about trends, issues, problems and activities in order to facilitate policy-making. Recommends policy positions.
4. Management and administration
- Creates and sustains an environment of mutual respect, high standards, safety, and support for learning.
  - Provides general oversight of all school activities, manages the day-to-day operation of the school, and develops a smoothly functioning, efficient organization through coordination with Charter Board, committees, staff and volunteers.
  - Ensures that the teaching and student services (Special Education, Speech Pathology, Gifted & Talented, Reading/Math Intervention) staff have the necessary resources and expertise to deliver the school's educational program.
  - Ensures that the facilities/kitchen/administrative staff have the resources to effectively oversee all operational aspects of the school.
  - Leads recruiting efforts for all staff members. Recommends staffing and financing to the Charter Board. In accordance with Charter Board action, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
  - Evaluates and supervises all members of the staff.
5. Governance
- Helps identify division of roles and responsibilities across school and committees, and helps evaluate performance regularly.
  - With the Board Chair, develops agendas for meetings so that the Board can fulfill all its responsibilities effectively.
  - Develops an annual calendar to address all crucial issues in a timely fashion.
  - Works with Board officers and committee chairs to: get the best thinking and involvement of each Board member and to stimulate each Board member to give his or her best; and, enable Board committees to function effectively.
6. Finance
- Works with the staff and Finance Committee to develop and implement an annual operating budget based on funding and public entitlement grants.
  - Works with the Charter Board to ensure financing to support short- and long-term goals.
  - Helps the Charter Board and its Development Committee design, implement and monitor a viable grant and fund-raising plan, policies and procedures.
  - Participates actively in identifying, cultivating and soliciting donor prospects and assures the availability of materials to support solicitation.
  - Assures timeliness of financial reports for quality decision-making.

## 7. Community relations

- Works with the broader charter school community to advocate for choice, charter schools, and education reform.
- Encourages the integration of the school within the community by using effective communication and public relations programs.
- Acts as a school advocate to clients, volunteers, donors and the community in order to improve services and generate community involvement. Assures community awareness of the school's response to community needs.
- Serves as chief spokesperson for the school, assuring proper representation of the school and the charter Board to the community.

### **Required Qualifications:**

- Passion for innovative education and a commitment to serving diverse groups of children.
- Demonstrated entrepreneurial drive with a proven track record.
- Experience in managing and leading high performing teams, schools, school districts, private schools or non-education organizations including strategic development and operations.
- Master's, Ed.D./Ph.D. preferred. Graduate degree in Education, Business, or related area highly preferred.
- CDE Administrator/Principal certification highly preferred; ability to enroll in Alternative Administrator/Principal Licensure Program

### **Required Knowledge and Skills:**

- Superior relationship skills.
- Excellent coalition building skills, negotiation skills and ability to navigate a changing, complex political environment.
- Demonstrated ability to lead by example and create a positive work environment.
- Commitment to a culture of transparency, high expectations, and continuous improvement.
- Experience recruiting, building, and retaining a strong, diverse team.
- Ability to develop and maintain a collaborative leadership team and delegate effectively.
- Superior presentation and communications skills, including the ability to be an effective spokesperson.
- Capacity to work well with people at all levels within the organization and at key external agencies and organizations.
- Excellent business skills including financial management, personnel administration, vendor relations, and regulatory compliance.

To express interest in the LGCS Interim Administrator position, please submit the following to [lgschool@lgcsco.org](mailto:lgschool@lgcsco.org):

1. Application -  
([https://www.lakegeorgecharterschool.com/files/ugd/0bb2a3\\_f2a9743590284397a197a04c53044d0b.pdf](https://www.lakegeorgecharterschool.com/files/ugd/0bb2a3_f2a9743590284397a197a04c53044d0b.pdf))
2. Resume with cover letter
3. Thoughtful responses to these questions.
  - a. Describe your management/leadership style. Please provide at least one example.
  - b. What do you see as the primary purpose of charter schools? What is your vision of an excellent charter school?
  - c. What is right/wrong with education right now?