



**Position:** CEO/Superintendent  
**Location:** Jackson Preparatory & Early College (JPEC)  
**Employment Type:** Professional/At-Will/Exempt  
**Reporting Relationship:** AccessPoint Educational HR (AEHR)  
**Name of Employer:** AccessPoint Educational HR

**Job Summary:**

Responsible for the Academy, including academic, curricular, maintenance, governmental and authorizer compliance, negotiations with all third-party contracts, and oversee staff assigned to the Academy. The President must possess strong leadership skills, organizational skills, and technology skills, and work with the Board of Governors in a Policy Governance™ environment.

**Essential Functions:**

- Responsible for the leadership of the Academy
- Oversee academic program of JPEC, ensuring successful achievement of JPEC's mission, objectives and educational goals
- Manage state and federal grants
- Work collaboratively with the JPEC Executive and Leadership Teams to make decisions informed by multiple perspectives
- Provide leadership in developing, implementing, monitoring, and evaluating JPEC's plan of action within a continuous improvement process
- Adheres to, and complies with, all AccessPoint Educational HR policies, regulations, and operating procedures
- Regular reporting to AEHR & the Board of Governors, operating in Policy Governance environment
- Manage the facilities in support of safety and learning
- Maintain a positive and collaborative relationship with the authorizer in pursuit of shared educational goals
- Establish short-term and long-term goals and strategies in alignment with the mission and vision of the Academy
- Recruit and hire staff
- Responsible for leading, developing and maintaining a curriculum with high standards in compliance with state and federal law
- Develop a positive school climate and culture that promotes appropriate discipline of students, rapport with teachers, and support of parents in preparing students for college work and life
- Manage sound fiscal policies, including developing, recommending and implementing budgets that support JPEC's various programs
- Implement policies and procedures established by AEHR with the Board of Governors
- Ensure compliance across all operational areas
- Secure and sustain parent and community involvement
- Articulate school vision and brand for recruitment
- Act as a liaison to various community programs
- Supervise administrative staff
- Implement policies and procedures established by AEHR with the Board of Governors and ensure full reporting compliance across operational areas

- Perform other duties as assigned by AccessPoint Educational HR

**SUPERVISORY RESPONSIBILITIES:**

Supervise, train and evaluate Deans of Instruction for Preparatory and Early College levels, Counselor(s) and Administrative staff assigned to work at Jackson Preparatory & Early College.

**CONTACTS AND PURPOSE OF CONTACTS:**

*Internal:* Coordinate and communicate with all areas of Jackson Preparatory & Early College and Jackson College including the Provost, Instructional Deans, faculty, Institutional Research, Scheduling Office and Business Office.

*External:* Frequent and visible contact with educational partners, prospective instructors, business and community leaders, prospective parents and students.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Possess a Masters in Educational Administration or related field
- Must have 5+ years administrative experience
- A strong understanding of the middle and early college model
- Extensive knowledge of curriculum and instruction
- Knowledge around data, analysis and statistics
- Knowledge of developmentally appropriate practices at middle and high school levels
- A firm understanding of the theory and practice of the Policy Governance™ model

**CERTIFICATION, LICENSES, AND REGISTRATIONS:**

- Valid Michigan Administrator Certificate or be eligible to receive one in Michigan within the time frame permitted
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable

**CRIMINAL BACKGROUND CHECK:**

- Must satisfactorily meet criminal background requirements as outlined in the Michigan Safety Legislation

**PROFESSIONAL QUALITIES AND ABILITIES:**

- Possesses a positive attitude; able to see the good in self and others
- Advocates for parental choice in education
- Shows flexibility including the acceptance of and willingness to change; see change as an opportunity for growth
- Seeks improvement over time by taking risks and trying new things
- Knows and acknowledges personal limits
- Displays self-discipline and strong work ethic

- Accepts responsibility for professional and personal growth
- Demonstrates a commitment to be a productive/supportive member of the JPEC community
- Successfully organizes, executes and follows up on projects; sets specific objectives and measures to achieve results
- Accepts criticism gracefully and uses it as an opportunity for growth
- Handles conflict effectively
- Inspires others; sets an example of professionalism both within JPEC and the community
- Serves as a role model of strong written and oral communication skills and solid time management skills
- Leads and/or follows as circumstances require

**PHYSICAL AND MENTAL REQUIREMENTS**

- Job requires extended use of computer
- Ability to sit, stand, walk, speak, listen, taste, and smell
- Ability to understand meaning of words and articulate effective responses
- Ability to add, subtract, multiply, and divide

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_

Employee Name

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date