



Position: Superintendent

Location: Jackson, MI

Employment Type: Professional/At-Will/Exempt

Reporting Relationship: Board of Directors

Job Summary:

Responsible for the leadership of the school, including academic, curricular, governmental and authorizer compliance, negotiations with all third-party contractors, maintenance and staff. The Superintendent must possess strong leadership skills, organizational skills, and technology skills, and work with the Board of Directors.

Essential Functions:

- Responsible for the leadership of the school
- Oversee the academic program, ensuring successful achievement of the schools' mission, objectives and educational goals
- Work collaboratively with the campus leadership teams to make decisions informed by multiple perspectives
- Provide leadership in developing, implementing, monitoring, and evaluating the school's plan of action within a continuous improvement process
- Adhere to, and comply with, all HR policies, regulations, and operating procedures
- Regular reporting to the Board of Directors
- 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- and long-term goals and strategies in alignment with the mission and vision of the school
- Recruit and hire staff
- Lead, develop and maintain 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 the school's various programs
- Implement policies and procedures established with the Board of Directors
- Ensure compliance across all operational areas
- Secure and sustain parent and community involvement
- Articulate the school's vision and brand for recruitment
- Act as a liaison to various community programs
- Supervise, train and evaluate all administrative staff assigned to work at the school

- Implement policies and procedures established by the Board of Directors and ensure full reporting compliance across operational areas
- Perform other duties as assigned by the Board of Directors

SUPERVISORY RESPONSIBILITIES:

Supervise, train and evaluate all staff recruited to work at the school

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Possess a Masters in Educational Administration or related field
- Must have 5+ years of administrative leadership experience
- Extensive knowledge of curriculum and instruction
- Knowledge around data, analysis and statistics

CERTIFICATION, LICENSES, AND CRIMINAL BACKGROUND CHECK:

- Valid Michigan Administrator Certificate or be eligible in Michigan within the time frame permitted
- Must meet continuing education requirements as prescribed by rules promulgated by the State of Michigan, as applicable
- 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
- Advocate for parental choice in education
- Show flexibility, including acceptance and willingness to change; see change as an opportunity for growth
- Seek improvement over time by taking risks and trying new things
- Recognize and acknowledge personal limits
- Display self-discipline and a strong work ethic
- Accept responsibility for professional and personal growth
- Demonstrate a commitment to be a productive/supportive member of the da Vinci Schools community
- Successfully organize, execute and follow up on projects; set specific objectives and measures to achieve results
- Accept criticism gracefully and use it as an opportunity for growth
- Handle conflict effectively
- Inspire others; set an example of professionalism both within the school and the community
- Serve as a role model
- Strong written and oral communication skills and solid time management skills
- Lead and/or follow 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