



**Chester Community
Charter School**
Growing the Whole Child

Job Description

Position Title:	TBD (Shown as Superintendent for the purposes of this document)
Terms of Employment:	12 Months (Three year term)
Reports To:	Chief Executive Officer (CEO)
To Apply:	Please visit the Chester Community Charter School website and click on Staff – Employment Opportunities

Job Summary:

The School requires the Superintendent to be a proven change agent by sensibly yet firmly implementing sustainable practices giving each student what they need to reach their fullest potential. The Superintendent, in conjunction with other school leaders, is responsible for the effective academic operations of the school, general administration of all instructional programs, academic success, and all other academic related operations of the school. He/she will administer and supervise school and certain employees, lead development of educational program improvement, foster a culture of positive, engaged learners, and serve as a strong advocate for the school's mission. The fundamental way to accomplish this is through setting clear expectations for what the students must know and be able to do and then rigorously monitor progress toward the goals over a defined period of time. He/she works closely with school leadership to ensure the smooth execution of the curriculum and implementation of teacher training in order to ensure curriculum development and implementation. He/she will ensure that the expanding school program provides all students with core academics. He/she will also work collaboratively with the CEO, Assistant to Superintendents and others, CFO, Principals, Executive Directors of Special Education, and other school Executive Administrators to provide consistent and effective academic school leadership for the school.

Essential Functions:

- Embodies, advocates for, and executes on the mission, vision and strategic direction of the school
- Possesses extensive knowledge of and experience with curriculum development and developmentally-based educational programs
- Monitors and analyzes student performance data and prepares reports
- Supervises the Assistants to Superintendents and other key academic administrators
- Works with Principals, Vice Principals, and other administrators to assure the smooth articulation of academic policies and procedures
- Participates in the review and development of academic policies and procedures
- Fosters teacher leadership and shared decision making
- Facilitates teacher leadership for professional development, staff/teacher meetings, and instructional planning meetings
- Supervises day-to-day academic operations of the school

- Responsible for preparation of annual performance audit/review and school improvement initiatives
- Assists in the management and recruitment and selection of staff
- Supervises improvement of teaching by annually reviewing goals and objectives, observing instruction, and conferencing with Principals and certain supervisors of the teachers, in collaboration with staff, the Board of Trustees, students and parents input
- Maintains a visible and accessible presence to the school community
- Advocates for CCCS in the greater CCCS community (including staff, parents and students)
- Assists with the development of the annual budget
- Participates in academic team meetings
- Works with the grants administrator and other administrators to provide information for grant preparation or evaluation of ongoing grants
- Takes an active role in the planning and delivery of end-of-year and start-of-year in-service for teachers
- Assists in communicating effectively with all stakeholder groups
- Demonstrates a willingness to embrace change in order to improve the organization
- Acts as a visionary leader and a strategic thinker
- Possesses a strong background in the principles of curriculum and instruction
- Displays a sense of fairness in dealing with all employees and students
- Serves as the instructional leader of the schools and displays knowledge in both elementary and middle school education
- Oversees the school's curriculum and instruction program and implements the state and local mandates while maintaining a program of studies aimed at the needs of all students
- Exhibits knowledge of innovative student learning, programs, techniques and methods to prioritize student achievements
- Develops and implements strategic plans with clear goals and objectives for school performance and improvement
- Possesses experience in utilizing data in evaluating effectiveness of instruction, educational programs and personnel to translate into performance improvement
- Assumes leadership in developing, implementing, and evaluating the school's comprehensive plan
- Encourages Principals to utilize school resources to their fullest potential to provide a current educational program which meets the needs of the students
- Conducts ongoing comprehensive assessments within the school to determine the effectiveness of the educational program
- Plans for regular programs of in-service education for school personnel
- Directs building administrators to observe and evaluate professional staff members
- Leads the academic administrative team and emphasizes the need to work together administratively in the best interests of all parties associated with the school
- Possesses knowledge of evidence based urban school management and instructional improvement practices
- Exhibits a strong sense of loyalty to the School
- Performs other related duties as assigned

Minimum Requirements:

- Doctorate Degree in Education Administration or related field from an accredited college or university, preferred
- Minimum five (5) years of experience as a Principal and/or five (5) years of experience in Academic Administration Leadership capacity
- Leadership and successful experience in large urban school environment
- Pennsylvania Criminal Record Check Clearance
- Pennsylvania Child Abuse Clearance
- FBI Criminal Background Clearance

Certifications/Licenses:

- Letter of Superintendency Eligibility from the Pennsylvania Department of Education

Demonstrated Knowledge of:

- Pennsylvania Core Curriculum and Standards
- Federal and state laws and regulations
- Pennsylvania Charter School Law
- Special education needs and issues
- Social and emotional learning/development
- English learner needs and issues
- Possesses advanced computer skills
- Response to Interventions (RtII)
- Positive Behavior Intervention and Supports (PBIS)
- Professional Standards for Educational Leaders (PSEL)
- Interstate Teacher Assessment and Support Consortium (InTASC) standards
- Act 82, Teacher Effectiveness Framework

Demonstrated ability to:

- Effectively improve student outcomes including student performance in ELA, math and other subject areas
- Plan, coordinate, and direct work and activities of all academic administrators and teaching professionals
- Seek innovative methods and means in order to use school resources in the most effective manner
- Communicate clearly and effectively in both oral and written language
- Establish and maintain positive and respectful relationships
- Lead and manage a large employee group while maintain a positive morale and foster a culture of community within the school
- Lead professional development and provide guidance in the development of the plan

- Develop curriculum along with other professionals
- Supervise all key academic employees, including but not limited to the Assistants to the Superintendent, while maintaining and preserving elements of professionalism and accountability
- Utilize data in evaluating effectiveness of instruction, educational programs and personnel

Note: CCCS has the exclusive right to alter this job description at any time. This job description is not an employment agreement or contract.