

IRVINE INTERNATIONAL ACADEMY

Executive Director

Job Summary:

Serves as chief operating officer (C.O.O.) of IIA Charter School. The Executive Director operates under the policy direction of the Board and in accordance with federal and state laws; provides assistance to the Board in developing, formulating, and revising guidance documents in school finance, school program planning, and educational program review. The Executive Director has the authority to specify actions required and to detail how the school will operate. Work is accomplished by providing leadership to the school employees and members of the community, and by system management that recognizes the need to achieve student, staff and Board goals, as well as the system improvement plans and objectives. Communications are provided to all levels within the school, the government, the community served by the school, and state organizations and agencies. Each of the programs must be conducted in compliance with policies and procedures of the School Board, as well as state rules and regulations and state and federal statutes. Must listen to and implement suggestions for school improvements and ensure policies align with the school's mission

Example of Duties:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification

- Responsible for renewal and enforcement of the school charter
- Direct and manage fiscal operations of State and Federal programs; assure funding from State and federal organizations.
- Explain and clarify information received from various agencies including California Department of Education, State Board of Education, and California Charter School Association
- Oversight, works with admin team to identify and develop short and long term goals and support in achieving goals
- Maintains and updates adequate census and scholastic records, business and property records, and personnel records
- Submits to the Board periodic financial and budgetary reports which identify IIA's outstanding obligations
- Coordinate completion of accountability documents such as the School Accountability Report Card (SARC), Single Plan for Student Achievement (SPSA), and Local Control Accountability Plan (LCAP).
- Develop, coordinate and prepare the annual budget for the department ensuring control and authorization of expenditures in accordance with established limitations.
- Collaborates with Principal to develop an annual school calendar and responsible for bringing it to the Board for approval
- Conducts and provides documents for special studies requested by the Board
- Provides oversight of action items and checks in with identified leaders for each action item
- Works with Finance Committee to develop annual budget plants, analyze monetary flow to ensure fiscal stability, frequently review school budget to ensure that the spending does not cause deficit spending
- Leads, updates, maintains and implements School wide action plans as needed with the approval of the Board
- In conjunction with administrative team and the Board develop and implement written policies and procedures in compliance with with education code, state and federal laws, and California charter school state regulations
- Updates the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of IIA employees if necessary
- Provides direction for short term and long term spending priorities
- Prepares and presents reports to the Board of Directors or delegates the responsibility as appropriate

- Assists the board chairperson in the development of board agendas Ensures that agendas are posted in a timely manner
- Works with the administrative team, county agencies, and local law enforcement to establish a safe school environment including physical, intellectual and emotional safety as a well as respect for differences and diversity
- Arranges in collaboration with administrators, and Board annual audits with an outside independent auditor to ensure the soundness of IIAs finances
- Ensures filing of all required reports by state and federal law/regulation
- Participates and oversees legal matters including but not necessarily limited to Leases, Contracts and MOUs in collaboration with the Board
- Works with the administrative team to develop clear consequences for students who do not follow the rules and/or create an unsafe environment for other students in conjunction with the administrative team, and staff, develop clear and concisely written discipline policies and procedures
- Represent IIA at District and County administrative meetings and other meetings as requested by the Board
- Perform other duties as assigned

Qualifications:

Ability to: Perform the job successfully; direct and lead the functions and activities of state and federal programs, charter schools and assessment, research and accountability of a school; demonstrate effective organizational and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; organize and maintain compliance with complex federal and state organizations; monitor and/or develop programs or mechanisms to improve organizational efficiency.

Knowledge of: How to conduct and run an immersion Mandarin program while being sensitive and addressing cultural appropriation and celebrating diversity; applicable sections of State Education Code and other applicable laws and charter school legislation, approval process, and regulations; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; knowledge of developments in curriculum and instruction, result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills, and knowle

Education: A master's degree in school administration or related field is preferred

Experience: Minimum three years of successful executive leadership experience - Check IIA Petition

Credential: Valid California Teaching Credential; Valid California Administrative Services Credential is preferred but not required.