



Executive Director
Mansura, Louisiana

The Opportunity – About Red River Charter Academy

Red River Charter Academy (RRCA) is a Type 2 charter school founded to prepare a diverse group of students for post-secondary success. The school is authorized by the Louisiana State Board of Elementary and Secondary Education (BESE) and opened in August of 2019, serving Avoyelles Parish students in grades 6th – 8th. Each following academic year, RRCA adds one grade so that ultimately it serves students in grades 6th – 12th. RRCA offers an exceptional interdisciplinary curriculum in a technology-rich environment that challenges students to explore connections across subjects and use experiential learning to bridge the gap between theory and practice. Along with a challenging core curriculum, RRCA students benefit from high expectations in the arts, life skills, and physical education. RRCA promotes positive moral and social values, fostering an atmosphere of self-discipline in a safe learning environment and maximizing individual productivity to meet the needs of a changing global society. Students are able to take full advantage of their potential for successfully actualizing their goals with confidence and intrinsic motivation, thereby enabling each student to become a lifelong learner and strong functional contributor to their local community as well as their global community.

Position Summary

The Executive Director (ED) serves as chief executive of RRCA and, in partnership with the board, is responsible for the success of RRCA. Together, the board and ED assure RRCA's relevance to the community, the accomplishment of RRCA's mission and vision, and the accountability of RRCA to its diverse constituents. The board delegates responsibility for management and day-to-day operations to the ED, and he or she has the authority to carry out these responsibilities, in accordance with the direction and policies established by the board. The ED provides direction and support to the board as it carries out its governance functions.

Primary Responsibilities

Legal Compliance

- Assures the filing of all legal and regulatory documents, and monitors compliance with relevant laws and regulations.

Mission, Policy, and Planning

- Helps the board determine RRCA's mission, vision, values, and short- and long-term goals.
- Helps the board monitor and evaluate RRCA's relevancy to the community, its effectiveness, and its results.
- Keeps the board fully informed on the condition of RRCA and on all the important factors influencing it.
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the board and/or its committees; facilitates discussion and deliberation.
- Informs the board and its committees about trends, issues, problems and activities in order to facilitate policymaking. Recommends policy positions.
- Oversees facility lease agreement and ongoing space needs.
- Keeps informed of developments in public education reform, the charter school movement, not-for-profit management and governance, and philanthropy and fund development.

Management and Administration

- Provides general oversight of all RRCA activities, manages the day-to-day operations, and assures a smoothly functioning, efficient charter school.
- Assures program quality and charter school stability and sustainability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assures a work environment that recruits, retains, and supports quality staff and volunteers.
- Assures process for selecting, development, motivating, and evaluating staff and volunteers.
- Recommends staffing and financing to the board of directors. In accordance with board action, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
- Manages payroll and employee benefits, as well as insurance, resolves employee disputes
- Specifies accountabilities for management personnel and evaluates performance regularly.

Academic Oversight

- Develops and manages performance of the principal or director of curriculum and instruction (title to be determined), instituting accountability systems to ensure that charter promises are met and exceeded.
- Develops and leads process for assessing the needs of the instructional program, planning, implementing, and evaluating short- and long-term academic goals
- Supervises the processes for recruitment, selection, initial training, ongoing professional development, and evaluation of teachers and staff.

Governance

- Helps the board articulate its own role and accountabilities and that of its committees and individual members, and helps evaluate performance regularly.
- Works with the board chair to enable the board to fulfill its governance functions and facilitates the optimum performance by the board, its committees, and individual board members.
- With the board chair, focuses board attention on long-range strategic issues.
- Manages the board's due-diligence process to assure timely attention to core issues.
- Works with the 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.
- Arranges and handles all logistics for board meetings: schedules meetings; drafts agendas; develops, compiles, and distributes presentation materials; and records meeting minutes. Adheres to compliance with applicable rules and regulations set in bylaws regarding board matters and open meeting laws.
- Recommends volunteers to serve on the board and its committees.

Finances

- Promotes programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
- Oversees budget and maintains accurate financial records (e.g., communicates and reinforces financial procedures, drafts annual budget and report for board, LDOE and funders).
- Oversees successful completion of annual audits.
- Ensure timely processing of payables for vendors and reimbursements, working with outsourced support and our financial institutions.
- Works with board to ensure financing to support short- and long-term goals.
- Assures an effective fund-development program by serving as the director of development or hiring and supervising an individual responsible for this activity.
- Helps guide and enable the board, its fund-development committee(s), and its individual board members to participate actively in the fund-development process.

- Helps the board and its development committee design, implement, and monitor available fundraising plan, policies, and procedures.
- Participates actively in identifying, cultivating, and soliciting donor prospects.
- Assures the availability of materials to support solicitation.
- Assures the development and operation of gift management systems and reports for quality decision-making.

Recruitment

- Builds relationships with community partners, faith-based community leaders and other key area stakeholders across Avoyelles Parish to gain access to their network of parents and create awareness and secure applications.
- Represents the school at key community events, recruitment fairs and other community outreach events to create school awareness and match RRCA solutions to parents expressed educational needs for their children. Invites leads and/or applied families back to school-based events.
- Plans, organizes, markets, and implements "onsite" school-based recruitment and assimilation events to support recruitment goals.
- Collaborates with and trains staff for recruitment, assimilation activities and events to gain applications and solidify commitment of interested families.
- Leverages existing families to recruit siblings and access their local networks to secure new applications.
- Plans and facilitates tours and other opportunities for new families to get involved with the school to help secure their decision to join the school family and close the deal on their new enrollment.
- Executes monthly phone call/text/tour/or home visit strategies to keep new families engaged, excited and informed about the school to minimize erosion.
- Follows up with new families often during the school year, to mitigate first year attrition.

Community Relations

- Facilitates the integration of RRCA into the fabric of the community by using effective marketing and communications activities.
- Acts as an advocate, within the public and private sectors, for issues relevant to RRCA, its services, and constituencies.
- Listens to students, parents, volunteers, donors, and the community in order to improve services and generate community involvement. Assures community awareness of RRCA's response to community needs.
- Serves as chief spokesperson for RRCA, assuring proper representation of RRCA to the community.
- Initiates, develops, and maintains cooperative relationships with key constituencies.
- Works with legislators, regulatory agencies, volunteers, and representatives of the charter community to promote legislative and regulatory policies that encourage a healthy community and address the issues of RRCA's constituencies.

<h3>Physical Demands/Working Conditions</h3>

- This is a high-stress position based on full responsibility for RRCA operations.
- Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues.
- Plans and implements programs. Establishes strong and appropriate relationships with board, committees, staff, students, parents, volunteers, donors, and the community. Develops smooth and constructive relationships with colleagues, outside agencies, charter schools and individuals.
- Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of executive management. Hours may be long and irregular.

- Conveys a professional and positive image and attitude regarding RRCA and the charter school movement as a whole. Demonstrates commitment to continued professional growth and development.

Qualifications

We understand that there are many paths to acquiring experience and therefore welcome candidates from diverse and nontraditional backgrounds for this role who have demonstrated equivalent transferable skills to carry out the primary responsibilities outlined in this job description. A bachelor's degree is required with significant leadership experience at a school or organization similar in size, context or complexity.

- **Bonus Includes**
 - A valid Louisiana teaching certificate (or a certificate from another state that will be recognized by Louisiana) which includes an endorsed authorization to serve as a principal
 - Possession of a master's degree in education with certification as a principal
 - Experience running or working in a charter school
 - Knowledge or capacity to get up to speed quickly on Louisiana charter school law

Knowledge, Skills, and Abilities

Commitment to results

- The ED is a systems thinker who is student-focused and goal driven. This individual identifies relevant information and helps transform this information into individual and organizational knowledge and learning. The ED is action-oriented and innovative. He or she translates broad goals into achievable steps. He or she anticipates and solves problems and takes advantage of opportunities, is a self-starter, and team player.

Business savvy

- As RRCA's leader, this position requires an individual with knowledge of and experience in management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management.
- Knowledge in the following areas is required: human services, finance and personnel; oral and written communications; planning and evaluation; and governance.
- Some experience in the field of philanthropy, not-for-profit management, and governance, and community relations is preferred. Some general knowledge of fund development is also preferred.
- A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community. The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs, and experiences.

Leading Change

- The ED possesses the skills and implements the functions of a leader. He or she shares RRCA's values, mission and vision. He or she consistently displays integrity, models behavior, develops people, and builds teams. This individual deals effectively with demanding situations and designs and implements interventions.

Motivating

- The ED manages continuity, change, and transition. This individual knows how to influence and enable others. He or she addresses the impact of attitude and action on RRCA and its participants.

How To Apply

RRCA's commitment to diversity includes the recognition that our mission is best advanced by contributions of people of diverse backgrounds, beliefs, and culture. Recruiting and retaining staff to create an inclusive organization that reflects the diverse students that we serve is a priority, and we encourage applicants of all ages, cultures, races, colors, religions, national or regional origins, disability status, sexual orientation, gender identity, veteran status or other status protected by law.

To apply, please submit a statement of interest, resume, and three professional references to rrcaboard@redrivercharter.org by **January 31, 2021**. Please include "Executive Director" in the email subject line. Salary is \$60,000-\$90,000 with benefits, commensurate with experience.

In the statement of interest (no more than 2 pages), applicants should address the following questions:

1. Why are you interested in working at RRCA?
2. What role should charter schools play in dismantling institutional and systemic inequities?
3. How can schools create environments that nurture both academic and personal development in students?

If you have any questions, please reach out to:

Ken Bordelon
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