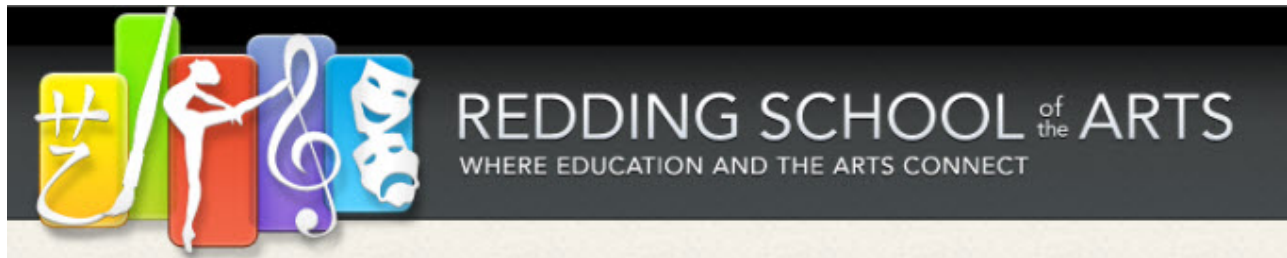


Although there are school closures across the country due to COVID-19 virus, we will continue to work and provide email support for all systems.



2021/22 Executive Director at Redding School of the Arts



Job Information

Date Posted: 3/12/2021

Application Deadline: **Until Filled**

Employment Type: Full Time

Length of Work Year: 210 Days - Director Calendar

Salary: \$97,999 - \$120,636
DOE

Number Openings: (At time of posting) 1

Contact: Jean Hatch

Email: jhatch@rsarts.org

Phone:

Requirements / Qualifications

Online EdJoin Application

Cover Letter

Resume

(2) Letters of Reference

Valid CA Administrative Credential

Masters Degree

*PLEASE SEE JOB DESCRIPTION for ADDITIONAL EMPLOYMENT REQUIREMENTS

Comments and Other Information

An Amazing Leadership Opportunity

Redding School of the Arts, located in Redding, California, is seeking a new Executive Director that will join our team in July 2021 and collaborate with the outgoing Executive Director to ensure a smooth transition of leadership. In addition to the current K-8 school, Redding School of the Arts (RSA) is planning to create an Early College High school starting with 9th grade in the 2022-2023 school year.

RSA is structured as an independent K-8 visual and performing arts charter school within the Columbia Elementary School District. RSA has established an excellent academic record, is well-governed, fiscally sound with substantial reserves, and has a fully collaborative relationship with its chartering district. RSA occupies a gorgeous campus that is LEED Platinum Certified. It was built for RSA by the McConnell Foundation of Redding in 2011.

RSA requires a dynamic and enthusiastic leader to build upon Redding School of the Arts' reputation as a leader in visual and performing arts education, Mandarin Immersion Program and academic performance. The school was recently re-chartered for five years and includes the expansion of its program into high school with an Early College High School. This exciting new venture will offer the right candidate a wonderful opportunity to take Redding School of the Arts into its next decade.

Specific Executive Director functions include but are not limited to overseeing RSA's administrative, programmatic, organizational, fiscal, and legal management, and building strong partnerships with all stakeholders in our school, county, region and state while driving RSA toward its mission and vision.

Some of the Executive Director's most essential job responsibilities include:

Oversee the successful continuation of the theme-based educational program including the visual and performing arts to the RSA community;

Provide visionary leadership and guidance of the school toward its mission and vision in the next decade;

Continue strong effective communication and collaboration with all stakeholders;

Work with other organizations such as, but not limited to, the County Office of Education, McConnell Foundation, colleges and universities in pursuance of RSA's educational and business needs;

Ensure compliance with state and federal charter school laws;

Provide ongoing fiscal oversight and planning-- including budget development, audit reviews, and interfacing with the CFO;

Lead any crisis management efforts for RSA;

Serve as the public face of the school to the school community and other stakeholders and always advocate for its best interests.

Skills, Knowledge and/or Abilities Required:

Ability to work collaboratively with all stakeholders;

Effective communication: public-speaking, listening, written language, and team-building skills;

Strong decision-making and effective problem-solving skills;

Solid organizational, time-management, prioritization, and delegation skills;

Effective conflict resolution, interpersonal, and performance management skills:

Ability to serve as a strong advocate for staff/school and to be its ambassador to outside agencies, organizations and educational institutions;

Solid understanding of state and federal charter school laws and charter school operations;

Strong knowledge of curriculum, both K-8 and high school A-G requirements;

Knowledge of special education law, delivery of special education services, and curriculum;

Knowledge of visual and performing arts education benefits to students;

Knowledge of world language instruction benefits to students;

Education/Experience/Qualifications:

4-year degree required; Master's Degree preferred; Doctorate or other Professional Certificate as appropriate;

Valid California Administrative Credential or equivalent employment experience; willing to obtain Administrative Credential upon employment;

3-5 years of teaching experience; grades 6-12 experience preferred;

Supervisory and/or managerial experience required;

Budget experience desirable; development, implementation and auditing preferred

If you would like to know more about Redding School of the Arts, please visit the school website at Redding School of the Arts: Home (<https://www.rsarts.org>.) There, you can view posts featuring our performances, assemblies and art exhibits.

For more information on the community of Redding, visit the Redding Chamber of Commerce website

Executive Director Job Responsibilities

POSITION PURPOSE/SUMMARY: Under general direction of the Governing Board, the Executive Director will provide the oversight necessary to meet the mission and vision of Redding School of the Arts (RSA). The Executive Director is the CEO of RSA. The Director will be responsible for certificated and classified employee review related to educational programs. As a certificated employee of RSA, this employee will follow the responsibilities and procedures as outlined in the *RSA Personnel Handbook*.

CREDENTIAL REQUIREMENTS

- 4-year degree; Master's Degree preferred;
- Valid California Administrative Credential or equivalent employment experience;
- 3-5 years of teaching experience; grades 6-12 experience preferred;
- Supervisory and/or managerial experience required;
- Budget experience desirable

PRINCIPLE RESPONSIBILITIES

Leadership and Educational Programing

- Approval of new student enrollments and placements;
- Assign annual classroom placement with input from teachers;
- Assist in planning schedules to ensure that the required instructional minutes are met;
- Work closely with administrative team to meet the mission of the school and Local Control Accountability Plan (LCAP) goals and additional reports required by the state or county;
- Attend IEP meetings as the school administrator or appoint a designee for IEP meetings;
- Develop and implement state educational requirements and programming such as LCAP through committees, individually or as an administrative team as required;
- Provide for staff in-service as needed for new curriculum or as identified through staff surveys;
- Oversee intervention and support programs;
- Review and establish curriculum development and implementation of Common Core Curriculum, i.e. academic core programs – mathematics, English language arts, social science, science, Mandarin, and Visual and Performing Arts.
- Work with outside organizations such as, but not limited to, the County Office of Education, The McConnell Foundation, colleges and universities, etc.
- Resolve student or parent concerns as necessary;
- Respond to formal complaints when appropriate;
- Analyze survey and testing data to support the educational program;
- Work with stakeholders to revise and submit LCAP reports and future planning;
- Oversee and/or participate in parent-run volunteer organizations (e.g. Parent Teacher Club, Theater Booster Club, and Performing Arts Now)

Oversight to Employees

- Hire, evaluate, and release from employment staff as necessary;
- Organize and facilitate all staff meetings including professional learning communities, staff training, and general staff meetings;
- Oversee and evaluate certificated and academic paraprofessionals when applicable;
- Conduct weekly visit to classrooms providing feedback to employees;
- Assign class schedules and teaching assignments;

- Update, review, initiate, and implement policies as needed for students, health, and curriculum;
- Review and approve employee annual agreements, timesheets and absence forms.

Fiscal Oversight

- Assist in the development of budgets and approve fiscal year budget;
- Work collaboratively with the Finance Committee to develop and maintain RSA's fiscal needs to maintain adequate reserves;
- Review and approve Accounts Payable and Accounts Receivable as needed;
- Meet regularly with the business service provider to ensure that the finances of the school are maintained;
- Oversee the fiscal needs of the school;
- Assist in fundraising activities as necessary.

Governance Responsibilities

- Communicate effectively with Governing Board, both orally and in writing;
- Develop community relationships through presentation and outreach;
- Provide presentations as needed;
- Attend all scheduled Governance Board meetings;
- Negotiate contracts and leases on behalf of RSA.

Managing Communications

- Establish and maintain professional and cooperative working relationships with all stakeholders: board, parents, staff, and students;
- Maintain communication with support organizations for the educational programming of the Mandarin Program: Parent community and Confucius Institute; assist in the development of curriculum, language evaluation tools, facilitate discussions between teachers and parents;
- Chair academic intervention placements in the Tier 2 and 3 Multi-Tier System of Support as needed;
- Oversee student discipline;
- Maintain a visible and accessible presence to the school and local community;
- Maintain frequent and regular communications with families through the monthly RSA newsletter and one-on-one meetings, etc. as appropriate;
- Communicate issues and concerns to the board and communicate effectively to the parents.

QUALIFICATIONS

Knowledge of:

- General Core Curriculum and other education requirements both for California State and the U.S.;
- Current credential requirements for various school positions;
- Modern office methods and equipment, including computer technology;
- English, grammar, spelling, punctuation;
- Automated record management and filing systems;

Ability to:

- Establish and maintain budget controls;
- Establish and maintain cooperative working relationships;
- Interpret and apply legal mandates, policies, and regulations pertaining to a school operation;
- Communicate effectively in oral and written form;
- Establish and maintain accurate files and records;

- Operate computers and utilize application software, as well as provide training to other personnel;
- Maintain confidentiality;
- Understand and carry out oral and written instructions;
- Organize the school office operations;
- Work with RSA stakeholders: board, parents, staff, and students.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to walk and stand; sit; use hands and/or fingers to handle or feel; and reach with hands and arms; the employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. Specific hearing abilities are required by this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Adopted:

Amended: 5/19/2016

Amended: 11/10/2020

Reviewed: 3/9/2021 and pending amendment 3/23/2021