

Vanguard Academy - Superintendent

Job Details

Region:1

School District:Vanguard Academy Inc.

Job Title:Superintendent

School:Vanguard Academy Charter School

Campus:K-12 Charter School

Description:

Date Posted:5/12/2017

Deadline:5/26/2017

Commitment:Full Time

Description:Vanguard Academy Superintendent—Job Description

Job Title: Superintendent

Reports to: Vanguard Academy School Board

Primary Purpose:

The Superintendent shall be the Chief Executive Officer (CEO) of the District. He/she is responsible for the effective operation of the District; general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board with respect to such activities. He/she shall perform all the duties and accept all the responsibilities usually required of a Superintendent as prescribed by the Education Laws of Texas, the rules, policies, and regulations of The Texas Education Agency, Texas State Board of Education and Commissioner of Education, and the laws and regulations of the United States.

Primary Activities:

The superintendent shall possess the following powers and be charged with the following duties:

1. To be chief executive officer (CEO) of the District, with the right to speak on all matters before the board, but not to vote.
2. To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board.

Responsibilities:

1. Keep the Board informed of the condition of the District's educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to district

employees and receive from all school personnel communications directed to the Board.

2. Help prepare the agenda for the Board meetings, in consultation with the President of the Board. Prepare and submit recommendations to the Board to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed board decisions.
3. Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
4. Develop and recommend to the Board objectives of the educational system; see to the development of internal objectives, which support those of the Board.
5. Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of District facilities, and see to the development of long-range plans, which are consistent with Board objectives.
6. See to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
7. See to the execution of all decisions of the Board.
8. See that sound plans of organization, educational programs and services are developed and maintained for the Board.
9. Maintain adequate records for the school, including a system of financial accounts, business property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
10. Be directly responsible for news releases and/or items of public interest emanating from all District employees that pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with District Employees.
11. Provide for the optimum use of the staff of the District. See that the District is staffed with competent people, who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
12. See that appropriate in-service training is conducted. Summon employees of the District to attend such regular occasional meetings as are necessary to carry out the educational programs of the District.
13. Prior to action by the Board, recommend the appointment, discipline or termination of employment of the administrators of the District.
14. Prior to action by the Board, recommend the appointment, discipline or termination of employment of teaching and non-teaching personnel of the District.
15. See to the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibilities, and operating efficiency.
16. See that effective relations with employee organizations are maintained; assume ultimate responsibility for collective negotiations with employees of the District.

17. See the development, authorization, and maintenance of an appropriate budgetary procedure is properly administered. Prepare the annual proposed budget and submit it to the Board by June of each year or at such earlier date as is necessary to provide adequate opportunity for the Board's discussion and deliberation.
18. See that all funds, physical assets, and other property of the District are appropriately safeguarded and administered.
19. File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies.
20. Establish and maintain liaison with community groups, which are interested or involved in the educational programs of the District.
21. Establish and maintain liaison with other school districts, Colleges, Universities, TEA, and the SBOE.
22. Act on discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order provide guidance in the future.
23. Serve as the face of the School District in the community.
24. Establish and implement, with the assistance of the board, an ongoing fundraising plan.

Primary Relationships:

The Superintendent observes and conducts the following relationships:

1. Vanguard Academy Board
 - a. As chief executive officer, be accountable to the Board, as a Board, for the administration of the educational system and for the interpretation and fulfillment of the aforesaid functions, primary activities and responsibilities.
 - b. Attend, or have a representative attend, all meeting of the Board.
 - c. Represent the District as the chief executive officer in dealings with our school systems, professional organizations, business firms, agencies of government and the general public.
 - d. Report directly to The SBOE, TEA and other governmental agencies.
 - e. Act as reference agent for problems brought to the Board.
 - f. Work with the Board to develop appropriate programs and policies, upon either the recommendations of the superintendent or the initiative of the Board.
2. Administrators
 - a. Directly oversee the work of other central office personnel.
 - b. Hold regular meetings with building Principals, Coordinators/Directors and all other administrators to discuss progress and educational problems facing the District.
 - c. Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.

- d. Approve the vacation schedule for administrators; and be personally responsible for all evaluations of administrators.
3. Others
 - a. Work with other Board employees and advisors, including auditors, architects, attorneys, consultants, and contractors.
 - b. Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the schools. Represent the District in collective negotiations with recognized or certified employee organizations.
 - c. Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertaining to the charter school appear on the agenda.
 - d. Represent the District before the public, and maintain, through cooperative leadership, both within and without the district, such a program of public relations as may keep the public informed as to the activities, needs and success of the District.
 - e. Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students, parents and Board members.

Supervisory Responsibilities:

Supervise and evaluate the performance of district staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasionally travel district-wide and statewide; also frequent and irregular hours.

Qualifications:Qualifications:

Education/Certification

1. Master's Degree in Education Leadership from an accredited university
2. Doctorate of Education or related area, preferred
3. Valid Texas Principal's Certification
4. Valid Texas Superintendent's Certification

Special Knowledge/Skills

1. Working knowledge of how a school district functions and understanding of the roles of the board, superintendent and principal
2. Ability to evaluate all programs based upon effectiveness
3. Ability to manage budget and personnel
4. Ability to manage district-wide initiatives
5. Ability to ensure policies are implemented throughout district
6. Strong organizational, communication, public relations and interpersonal skills
7. Strong public relations skills

8. Ability to fundraise on behalf of the School
9. Ability to handle conflict resolution both internally and externally
10. Bilingual/Biliterate in English & Spanish

Experience

1. Combination of at least ten years of successful experience as a classroom teacher and as a supervisor
2. Experience as a principal or district-level administrator required

Salary Range: Commensurate with Experience and Qualifications

How To Apply: Go to www.vanguardacademy.education to locate application, you may also contact the Office of Human Resources for any further inquiries.