

Alice King Community School is seeking a dynamic & dedicated leader to serve as its next Head Administrator. The ideal candidate will demonstrate a concrete understanding of and dedication to the AKCS Charter and will foster innovation and growth. We are looking for a leader who is guided by integrity, is committed to the school's vision and mission statements, and who conducts business with transparency and exceptional communication with all stakeholders, including faculty and staff, families, and the AKCS Governing Council.

Alice King Community School is a K-8 charter school with a fundamental dedication to teaching children in a multi-age setting. We are proud of our success in offering children challenging, engaging curriculum with an emphasis on large and small group learning that allows each child to thrive at his or her own pace.

MISSION - The mission of Alice King Community School is to provide a school where students thrive academically and socially in a multi-age setting. This mission is accomplished through a strong educational program based upon a structured curriculum supported by discipline and mutual respect. The commitment of the students, parents, educators, and community are utilized to achieve these goals.

VISION—The vision of Alice King Community School is to join students, parents, educators, and the community to produce an educational environment that nurtures, excites, and motivates children to learn. The School empowers students to become independent and responsible thinkers, fosters academic and moral excellence, and promotes creativity.

The ideal Head Administrator will possess the following:

- Strong leadership in accordance with the AKCS vision and mission statements and treatment of the vision and mission as a touchstone in all dealings with school personnel, students, and the community.
- Commitment to Alice King's cornerstone philosophy of multiage, inclusive learning.
- Strong organizational skills, fiscal knowledge, and best practices pertaining to the transparent management of all school operations.
- Willingness to exercise a participatory management style with school personnel.
- Ability to effectively communicate on a regular, periodic basis within the school community to build consensus and collaboration with staff, students, families, and the AKCS Governing Council.
- Ability to be self-reflective and willing to delegate duties to those who possess strengths and experience you may lack.
- Willingness to learn and grow as a leader by listening actively to all constituent groups.
- Ability to foster a climate of innovation & growth.
- Willingness to facilitate activities for students, families, and school personnel that foster a sense of community and shared purpose.
- Ability to apply strategic skills to ensure the school's charter and mission are fully implemented and sustained.
- Ability to build and sustain a safe school environment by defining, communicating, and modeling responsible and ethical behaviors by students, staff, and families in a diverse community.

- Ability to maintain policies and procedures to ensure the safety of students, staff, facilities, and equipment.
- Demonstrated experience in setting short- and long-range goals
- Demonstrated experience in strategic planning
- Ability to design, negotiate, and fully implement the 2019-20 Performance Framework (Five year Charter renewal) with APS.
- Willingness to attend all Governing Council meetings and participate in an advisory role.

APPLY TO:

Interested candidates should submit the following to HASearch@akcs.org by February 26, 2019:

- A letter of intent with a description of qualifications in terms of the attributes listed above and a statement of how the candidate, if selected, will pursue the successful operation of Alice King Community School.
- A current resume including academic history, employment history, certifications, personal references, and a list of relevant memberships and awards.
- Three current letters of recommendation.
- A copy of the candidate's valid New Mexico level 3-B Educational Administrator license.

EDUCATION, EXPERIENCE AND LICENSURE REQUIREMENTS:

- Proven track record of achievement as a Head Administrator and/or minimum of three years in a senior leadership position in schools with a preference for those who have experience with both K-5 and middle school.
- Charter school administrative experience preferred
- Master's Degree in Education, Public School Administration, and/or Business Administration
- New Mexico Public Education Administrators License
- K-8 Teaching License
- Minimum five years successful experience as an elementary/secondary teacher

JOB DESCRIPTION:

EDUCATIONAL LEADERSHIP DUTIES:

- Interviews, hires, and supervises all members of administration, faculty, and staff.
- Oversees planning and evaluation of programs and priorities.
- Coordinates design of curriculum with faculty.
- Administers all school-based programs.
- Evaluates the work of faculty and assists them in ongoing development of their instructional methods and materials.
- Mentors staff to encourage passionate and effective teaching. Fosters cooperation and teamwork among school personnel.
- Assists school personnel in accommodating individual student needs and abilities.
- Monitors student progress, discipline, health, and safety.
- Communicates perspective on educational issues to the Governing Council.
- Establishes ongoing, long-range frameworks for improvement of instruction, adherence to school philosophy, and compliance with school policies.
- Fosters a rewarding, participative, and supportive work environment for faculty and staff.
- Supports staff by providing opportunities for professional development.
- Assists the Governing Council in evaluating the school's progress towards established priorities and goals.

COMMUNITY RELATIONS DUTIES:

- Develops and promotes a positive and professional relationship with the Governing Council, school personnel, families, students, and the community.
- Advocates for AKCS and charter schools in local, state, and national arenas, including engagement with the state legislature, the local school board, and charter membership organizations.
- Communicates with the AKCS community to inform and mobilize legislative engagement in support of charter schools.
- Provides information to the community, the media, and other interested parties about AKCS, its vision and mission, and its progress towards established goals.
- Serves as liaison to the District and State on any administrative and/or educational matters.
- Assists with the recruiting, scheduling, and training of volunteers.
- Ensures compliance with all applicable federal and state laws and regulations, district regulations and policies, and other requirements of the charter or contracts with the district or State.

MANAGERIAL DUTIES:

- Provides oversight to all financial operations, including budgetary planning, monitoring and procurement, to ensure compliance with all applicable Federal, State and local laws and requirements.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with adopted budget.

- Approves and authorizes:
 - Building usage
 - Budget items
 - Temporary and permanent record storage and maintenance
 - Building maintenance
 - School-based activities and schedules
 - Purchase and utilization of material resources
 - Purchase and utilization of equipment
 - Purchase and utilization of textbooks and supplies
- Establishes organization model for the school, including creating and maintaining an organization chart and job descriptions for school personnel.
- Provides for the generation, maintenance, and distribution of a constituent-focused school calendar as well as an internal master calendar.
- Plans and implements the personnel development program.
 - Delineates all responsibilities and authority, establishing lines of communication and supervision.
 - Develops enthusiasm and promotes positive morale among school personnel, students, and community members.
- Prepares and recommends a master budget to the Governing Council.
- Proactively informs and advises the Governing Council about programs, practices, activities, and issues within the school.
- Provides timely advice to the Governing Council on the implication of changes in statutes or regulations affecting the school's programs, and on the need for new and/or revised policies.