

## **JOB DESCRIPTION**

### **DIRECTOR**

The Director leads an Administrative Team of professionals in supporting the faculty and is accountable for the financial, operational and educational performance and improvement of CFCI. The Director is also be responsible for the internal and external relationships with faculty, staff, students, parents, the Partnership, the NC Department of Instruction and the general public.

Reports to: CFCI Board of Directors

Supervises: Entire CFCI faculty and staff

Desired Education: Doctorate or Masters Degree in Education, School Administration  
or related field

Years of Experience: 3-5 years of classroom experience; 3-5 years charter school experience

Position Type: 12 month, full time

***Salary Range: 65,000-105,000***

#### **The Director**

- Serves at the pleasure of the Board of Directors.
- Leads the Administrative Team.
- Attends and participate in all faculty meetings.
- Signs and commits to CFCI's Ethics Policy and Confidentiality agreement.
- Acts as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members.
- Stands in as LEA designee in IEP meetings as needed by EC Director.
- Performs all other duties and responsibilities assigned by the CFCI Board of Directors and Executive Committee.
- Is available for all discipline situations as need by teachers and staff.
- Serves on assigned Board Committees and be available to all other committees.
- Attends school wide events whenever possible.
- Attends all CFCI Board of Directors' meetings

## **CFCI Director Job Duties**

### **Analysis and Planning**

- Facilitates the implementation of strategic plans developed by the CFCI Board of Directors to maintain the mission of CFCI, pursues the vision of CFCI, systemically improves inquiry-based instruction and support the social curriculum of CFCI.
- Oversees building and facilities' overall function and safety.
- Collaborates with the Building and Facilities Committee to facilitate resource acquisitions to support inquiry learning.
- In collaboration with the Administrative Team, develops, coordinates and puts in place a yearly system to evaluate CFCI's "school climate"; reports results to CFCI Board and community.
- Ensures budget, scheduling and staffing to best serve the mission, vision and goals of CFCI.
- Under the direction of the CFCI Board of Directors, and in collaboration with the Administrative Team, facilitates development of plans to maintain and/or improve perception of CFCI by parents, students, staff and the local community.
- Coordinate and facilitate High School Transition tasks and activities in collaboration with the Administrative Team and appropriate faculty members.
- Develops, refines, and implements all CFCI policies and procedures after seeking input from Board of Directors, faculty, staff and Policy/Procedure Review Committee.

### **Student Conduct/Discipline**

- Mediates toward resolution in situations involving discipline disputes and parent concerns; document steps taken to resolve such issues.
- Exercises final authority for decisions regarding student conduct issues as well as academic placement.
- Ensures proper documentation and data collection of student discipline.

### **Public Relations/Communication**

- Serves as non-voting member of the CFCI Board of Directors.

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- Acts as liaison to CFCI Board of Directors; keeps the Board well informed on all matters pertaining to CFCI so as to facilitate the decision making processes of the CFCI Board; submits monthly Director's Report to CFCI Board Secretary.
- Acts as CFCI's Legal Liaison; collaborates with appropriate Administrative Team members to pursue legal questions as needed.
- Acts as DPI contact for the school.
- Serves as CFCI's ultimate LEA representative for the Board of Directors.
- Attends meetings required of charter school directors and charter school conferences as appropriate; provides written reports to the board and faculty summarizing information conveyed at these meetings.
- Collaborates with UNCW through Professional Development System, student interns, field experiences, professional development, etc.
- Is responsible for proper administration of the lottery process.
- Coordinates promotion of CFCI's reputation in the larger Wilmington area; maintain positive relations with other local educational institutions.
- Coordinates fundraising efforts with support from Business Operations Coordinator and the Fund-Raising Committee.
- Collaborates with Business Operations Coordinator and others to provide leadership for grants.
- Ensures bi-monthly distribution of school newsletter.
- Coordinates development and distribution of school calendar, including dates of school wide events (i.e., Field Day, Holiday Festival, and End of Grade Tests).
- Screens all public communications (other than teachers' memos to their classroom parents) for appropriateness and approve all documents to be disseminated for any purpose to the greater CFCI community.
- Ensures accuracy and updating of CFCI website.
- Collaborates with faculty/staff and seeks input where appropriate.

### **Personnel**

- Oversees the professional conduct and performance evaluation of all faculty and staff-and Administrative Team members using self-evaluations, and Director and/or external

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evaluations; makes staffing recommendations to the Board based on the established evaluation system.

- Leads by example and ensure full adherence by staff and faculty to the concepts outlined in Teaching Children to Care (Focusing on What Matters Most, p. 125; Using Logical Consequences, p. 143; Say What You Mean, p. 233; Problem-Solving Class Meetings, p. 277; The Importance of Noticing, p. 306). Coordinates annual evaluation of faculty and staff on the manner in which they espouse the tenants of the social curriculum using the input gathered from the established evaluation process.
- Identifies gaps between faculty and staff self-evaluations vs. other components of the evaluation processes, collaborates with Administrative Team to provide support and resources to lessen those gaps and/or create and oversee Action Plans and Teams as necessary.
- Collaborates with Human Resource Coordinator to ensure proper documentation of Action Plan process, including both staff and/or faculty performance deficiencies as well as progress, growth and improvement.
- Ensures staff and faculty accountability when a breach of policy or procedures is established; collaborates with Human Resource Coordinator to ensure proper documentation and record keeping.
- Oversees New Teacher Support Teams and teacher licensure process; collaborates with Administrative Team members to ensure compliance with DPI.
- Ensures compliance with state mandated requirements for Beginning Teacher Support Plans (BTSP).
- Oversees individual Administrative Team members' state and federal compliance responsibilities, i.e.; testing, EC services, disciplinary statistics, Beginning Teachers, licensure, payroll, financial reporting, etc.
- Serves as liaison to the Partnership's Executive Board.
- Coordinates filling any faculty/staff vacancies using procedures that comply with policies and best practices.
- Ensures compliance with NC DPI Highly Qualified Teacher standards and federal No Child Left Behind regulations.
- Allocates personnel resources to best meet the needs of the students. This includes grade/loop level teacher assignments and schedule development.