

NEW ACADEMY CHARTER SCHOOLS
Executive Director

Reports to: President, Board of Directors and the Executive Director	Salary: TBD	Employees to be supervised: All School Personnel
Location: 7505 Canoga Park Avenue, Canoga Park, CA 91301		Work Hours: TBD

Job Announcement

New Academy Charter Schools:

NEW Academy Charter Schools is seeking a self-motivated, dynamic, and thoughtful individual with proven educational leadership skills to serve as its Executive Director on a full time basis.

NEW Academy operates two elementary charter schools in the Los Angeles communities of Canoga Park and Pico Union. Both schools emphasize art and science curriculum and have sustained API scores of 806 and 800, respectively. The charter schools serve approximately 700 students with anticipated expansion to 850 students over the next several years. The Executive Director reports to the Board of Directors and supervises the Principals of both schools.

Job Description:

The Executive Director reports to the Board of Directors and serves as the Chief Operating Officer providing leadership to NEW Academy's Principals and school stakeholders. The Executive Director is the chief spokesperson for the NEW Academy schools (NEW Academy Canoga Park and NEW Academy Science and Arts). The Executive Director works closely with the Board of Directors to execute the long-term, strategic growth of the organization.

Responsibilities:

- Effectively work with the Board of Directors, to achieve its mission and vision, and strategic plan establishing clear benchmarks, monitoring and measuring progress.
- Recruit, develop, manage and retain high quality school leadership (Principals) and administrative staff for both language academies
- Recruit, develop, manage and retain a highly qualified teaching staff necessary for fulfilling the programmatic and academic vision of the schools as language academies
- Supervise and support school principals in all aspects of their work including support in maximizing student academic achievement outcomes, professional development, and curriculum areas emphasizing art and science.
- Have a clear understanding and expertise in effective instructional strategies, interventions for students scoring below grade, and challenging programs for the gifted and talented, English Language Learners. and native English speakers (Eo's).
- Have a clear understanding and expertise in the development of effective bilingual programs, challenging programs for gifted and talented, English Language Learners and native English speakers (Eo's)
- Have expertise in the pedagogy and curricular areas which pertain to a dual immersion program.
- Oversee the fiscal health of NEW Academy for long term sustainability of the organization and develop adequate revenue sources through diverse funding streams.
- Assist with grant writing and support school principal efforts in advancing fund raising
- Assist with charter renewals and the establishment of new charter schools as determined by the Board of Directors.

- Develop and maintain effective and appropriate engagement with diverse stakeholders including LAUSD's charter office, local leadership, community members and other private and public partners
- Represent and advocate for the organization at the local and State level including California charter community

Qualifications:

The ideal candidate will embrace NEW Academy's mission and have extensive management experience with a record of success in strategic implementation and fund development; effectively leading school professionals; and creating a wide range of resources.

- An advanced degree in Education is required from an accredited university (Ph.D. or M.A.)
- Desired but not required Bilingual Authorization from an accredited university
- A minimum of 5 years experience as a principal or vice principal of an elementary school with a minimum of 3 years experience in direct classroom teaching
- Proven success in working with parents, teachers, and students to achieve educational equity in low-income, minority communities
- Must be bilingual in English and Spanish (oral and written)
- An understanding of and alignment with NEW Academy's mission and vision
- An understanding and experience with bilingual programs and/or language academies and bilingual skills(Spanish) required
- A minimum of 5 years work experience in nonprofit, charter school (preferably LAUSD) or public school administration
- A track record in successfully operating and managing a multi-million dollar operation
- A track record of developing and securing resources through philanthropy and other funding opportunities and developing strategic partnerships
- Experience working with English Language Learner students

Application Process:

Along with your cover letter, resume and three references from previous employers, please submit to:

**NEW Academy
ATTENTION: Maggie Cervantes
303 S. Loma Drive Los Angeles, CA 90017
Fax: (213) 483-7848
Email: Mcervantes@neworg.us
PHONE: (213) 483-2060 Ext. 304**

Employment is subject to a criminal history check, which takes four to six weeks. Applicant cannot start work until this clearance is received from the Department of Justice. Applicant will be barred from employment if e/she has a prior conviction for serious or violent felony as specified (unless applicant has obtained a certificate of rehabilitation and pardon, or if for a serious felony, a court finding of rehabilitation)