Mission: To ignite the passion within all students to reach their greatest potential through a nurturing and innovative learning environment. Vision: All students experience positive education, career, and life outcomes.

Job Description

HEAD OF SCHOOL

Department:	Administration
Reports To:	Executive Director
Provides Direction To:	Certificated and Classified Samueli Academy Staff
Status:	Salaried Exempt
Date Prepared:	June 27, 2023

GENERAL PURPOSE

Operational oversight of the day-to-day operations of the school rests with the Head of School. The Head of School, working closely with the Executive Director, Orangewood Foundation CEO, and Board of Trustees, will lead Samueli Academy as it strengthens its position as a self-sustaining, high-performance education institution, known on a regional and national level. The Head of School will guide the further development of an innovative curriculum that enhances the Samueli Academy experience and prepares students for future College and Career excellence, with a special emphasis on foster youth success. The Head of School serves as a visible, approachable, and accessible presence in the day-to-day life of Samueli Academy to assure that its sense of community as well as its culture of mutual support and respect, and innovation are maintained and enhanced. The Head of School manages and supervises all school-based departments and programs, establishing goals and objectives and holding all stakeholders accountable for their achievement and Samueli Academy's advancement. The Head of School attends meetings of the Board of Trustees and applicable standing committees as well as other events related to Samueli Academy's programming. All final decisions pertaining to the day-to-day operations of the Samueli Academy reside with the Head of School, with oversight by the Executive Director and ultimately the Board of Trustees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

A. Administration

- Act as educational leader in maintaining a clear vision that is aligned with Samueli Academy's mission.
- Articulate measurable goals that are both ambitious and feasible, and communicate clearly with all stakeholders.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Cont'd)

- Responsible for the overall day-to-day supervision of the school and its staff, with oversight by the Executive Director and ultimately the Board of Trustees.

- Work in partnership with the Executive Director and Board of Trustees to establish and refine Samueli Academy's mission; articulates the mission to all constituencies - students, faculty and staff, parents, alumni, and the community; and supports the mission in working with all constituencies.

- Works with the Executive Director, and Samueli Academy staff and parents to develop short-range and long-range goals and objectives, with criteria for determining effective achievements and outcomes

- Works with the Assistant Head of School to develop school policies and procedures related to curriculum and instruction.

- Communicate effectively with all constituencies. Represents the interest of the Board of Trustees and Samueli Academy in interactions with parents, other citizens, and community and regulatory agencies

- Oversees the development of Samueli Academy's program and the quality of life in the school community. Promotes a safe and healthy campus environment in which students and staff can excel

- Broad supervision of all school staff. Direct supervision of the following school staff:

    - Front office/admin staff – responsible for the day-to-day operations of running the school
    - Assistant Head of School – Broadly oversees teaching and learning
    - Student Development Coordinator – Oversees testing, discipline, and school safety
    - Student Success Coordinator – oversees foster youth success
    - Work-based Learning Coordinator – oversees career readiness for all students
    - Student Activities Coordinator – oversees all school activities and school spirit
    - Student Life Coordinator – oversees school culture, advisory programs, and athletics

- In conjunction with the Student Development Coordinator, manage student behavior and oversee all disciplinary actions. Ensure that every element of school life reflects the principles of equity, justice, and the dignity of each individual.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Cont'd)

- Ensure that the principles of good practice of all school operations, especially those of admission, marketing, faculty recruitment, and fundraising, demonstrate integrity at all levels of Samueli Academy.

- Ensure compliance with all local, state and federal laws and regulations.

- In conjunction with the Executive Director, Orangewood Foundation CEO, and the Board, establishes and maintains an effective community relations program including strong relationships with Samueli Academy business partners, volunteers and auxiliaries, CCSA, OCDE and the California State Department of Education.

B. Curriculum

- In conjunction with Assistant Head of School, provides education leadership to ensure quality teaching and learning is the highest priority. Regularly reports information to the Executive Director, Academic Committee, and the Board of Trustees regarding student learning, student achievement and test scores.

- Works with the Executive Director to formulate the staffing plan and academic goals of the school for approval by the Board of Trustees, and its respective committees. Ensures that the approved goals are attained.

C. Finance

- Works with the Executive Director and CFO to develop the annual budget for approval by the Board of Trustees, and its respective committees. Ensures that the approved budget and associated goals are attained.

D. Human Resources

- In conjunction with the Assistant Head of School, create a dynamic, effective and collaborative teaching team responsible for achieving students' educational goals and committed to achieving personal and student excellence.

- In conjunction with the Assistant Head of School, retain, develop and evaluate qualified faculty and staff.

- Establish an effective manner of leadership and appropriately involve members of the administration and faculty in decision-making.

- Work with the Executive Director and Director of Human Resources in the establishment and administration of Samueli Academy personnel programs and policies as they relate to hiring and termination procedures, time off, workers compensation, safety, training, performance evaluation and compensation.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Cont'd)

- Assists the Executive Director, Chief Financial Officer and Board of Trustees in establishing appropriate salary and employee benefit programs; recommends changes to enhance benefits and/or reduce costs.

- Establishes goals and evaluates all employees directly accountable to the Head of School. Oversees the evaluation of other employees as defined by California law and Board policy.

- Effectively facilitates the School Site Council.

QUALIFICATIONS GUIDELINES

Education/Training/Experience:

Required: Minimum of ten years of broad, progressively responsible educational and administration experience. Valid Administrative Services Credential required. Knowledge of child development; procedures, methods and strategies pertaining to the administration of a high school; State/Common Core standards, curriculum and instruction; school safety, discipline and supervision; Education Code, local policies, and State and Federal laws relating to minors; technology; contract management; methods and procedures of supervision and evaluation; current educational theories and practices.

Desirable: Bachelor's degree in Business Administration, Finance, Marketing, or related field is preferred. Additional graduate level education and certification; prior executive level experience leading an entire organization, including accountability for Board relations and the profit and loss performance of a school, non-profit entity, and/or corporation. Fundraising and public speaking experience also desired.

Skills/Abilities:

Ability to plan, organize and direct school operations; establish and maintain effective working relationships with various constituents including the Board, parents, teachers, community leaders, students and the general public; demonstrate effective leadership in order to manage, supervise, motivate and train personnel; analyze problems and issues and develop appropriate solutions; communicate effectively, both orally and in writing; keep current regarding preliminary teacher preparation programs including instruction programs, professional development, and knowledge about State-adopted academic content standards and performance levels for standards.

Ability to create and clearly achieve organizational goals and financial and operational objectives; analyze, summarize, and present administrative, operational, and technical information and data in an effective manner; make sound business and planning decisions; exercise effective leadership and judgment in policy, personnel and budgetary matters and adopt effective courses of action; demonstrate tact and diplomacy in working with sensitive information and maintain the confidentiality of organizational documents within legal standards.