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

EXECUTIVE DIRECTOR

Department:	Administration
Reports To:	Samueli Academy Board of Trustees
Provides Direction To:	Head of School, Chief Philanthropy Officer, Executive Assistant
Status:	Salaried Exempt
Date Prepared:	June 27, 2023

GENERAL PURPOSE

The Executive Director of Samueli Academy ("Samueli Academy") is responsible for implementing its Mission and Vision of Samueli. This position generally supervises, directs and controls Samueli Academy's activities, affairs, and officers and has administrative authority on all school matters, all duties of which are subject to Board of Trustee ("Board") approval, oversight, and discretion. The Executive Director may delegate school-based decisions to the Head of School unless otherwise directed by the Board. The Executive Director's primary focus is to strengthen and promote Samueli Academy by stewarding, cultivating, and developing key constituencies, working closely with the Board of Trustees on the future vision and program of Samueli Academy (including all expansion efforts), serving as a visible, approachable, and accessible presence in the life of Samueli Academy and within the local community, creating strategic partnerships with like-minded organizations, participating actively with statewide and national entities, strengthening relationships with colleges and universities, and further developing Samueli Academy's overall brand.

In addition, the Executive Director guides and communicates key decisions regarding the implementation of major policy decisions. The Executive Director will be an effective spokesperson for Samueli Academy and will represent Samueli Academy in the community, locally, regionally, and nationally. The Executive Director is involved to a significant extent in all significant development activities, including any capital and operations campaigns, especially as they pertain to major donors. The Executive Director will be available to school constituencies whenever needed and attends meetings of the Board of Trustees and its standing committees, Orangewood Foundation, California Charter School Association, and attends and leads, along with the Head of School, other significant events related to the Samueli Academy's programming. Final decisions, subject to Board oversight and approval, regarding significant school policies, priorities, plans and practices are to be made by the Executive Director in partnership with the Head of School.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Executive Director shall have such powers and duties as the Board may require and all such powers and duties are subject to Board approval, oversight, and discretion, and which may be modified from time to time as the Board deems appropriate.

A. Board and Governance Responsibilities

- Work directly with the Board, Orangewood Foundation CEO, and Head of School on all matters as they pertain to the Samueli Academy's Mission, Vision, high-level policies and priorities, and advancement of Samueli Academy.

- Works with the Board, Orangewood Foundation CEO, and Head of School to develop short-range and long-range goals and objectives, with criteria for determining effective achievements and outcomes.

- Responsible, with support of the Executive Assistant, for supporting the Governance Committee by creating the meeting agendas and minutes for approval, creating/gathering all supporting documents for distribution prior to the meetings, helping to administer the performance evaluation process and managing the deliverables for the annual Board Retreat.

- Responsible with support of the Executive Assistant, for supporting the Academic Committee by creating the meeting agendas and minutes for approval, and creating/gathering all supporting documents for distribution prior to the meetings.

- Responsible with support of the Executive Assistant, for supporting the Finance Committee by creating the meeting agendas and minutes for approval, and creating/gathering all supporting documents for distribution prior to the meetings.

- Responsible with support of the Executive Assistant, for supporting the Board of Trustees by creating the meeting agendas and minutes for approval, creating/gathering all supporting documents for distribution prior to the meetings, reporting on Orangewood activities at the meetings and managing the annual Form 700 reporting process.

- Works with the Board, Orangewood Foundation CEO, and Head of School to develop school policies and procedures related to pupil personnel services, personnel, budget, and business affairs.

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

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Cont'd)

B. Administration

- 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.

- Oversees, in collaboration with the Head of School, the development of Samueli Academy's program and the quality of life in the school community.

- Works with the Head of School to provide a safe and healthy campus environment in which our students and staff can excel.

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

- Direct supervision of the Head of School, Chief Philanthropy Officer, Executive Assistant, and broad supervision of all school staff and activities.

- Works with the Head of School 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.

- Direct student recruitment including developing and implementing a program to enhance recruitment efforts as they pertain to foster and community youth.

- Direct supervision of the student admissions process including managing wait list.

- Direct supervision of Director of Alumni Success (as it pertains to alumni specific events/initiatives) who is responsible for the successful transition of our graduates into higher education and supporting them thereafter.

- General oversight of the Career Advisory Council (when in existence) in collaboration with the Work- based Learning Coordinator and key members of the Orangewood Foundation.

- Direct supervision and facilitation, in collaboration with the Director of Alumni Success, of the Samueli Academy scholarship program.

- Direct supervision and facilitation of the Hansen Authentic Audience program.

- Lead any expansion efforts as they pertain to school operations. These may include, but are not limited to, integration of the residential program, the Junior High and creation of an Independent Study program if/when applicable.

- Constant communication with the Head of School including assistance on any and all school matters.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Cont'd)

- In collaboration with the Head of School, evaluate and implement potential new programming as they pertain to the advancement of the school.

- Lead and oversee all social media efforts and website to ensure messages are in line with the Mission and Vision of the school.

C. Collaboration/Partnerships

- Create and maintain strategic partnerships aligning with Samueli Academy's Mission.

- In conjunction with the Orangewood Foundation CEO and the Board, establishes and maintains an effective community relations program including strong relationships with Orangewood Foundation, Samueli Academy business partners, foster youth agencies, volunteers and auxiliaries, CCSA, OCDE, higher-education institutions, the California State Department of Education, and other applicable entities.

- Strengthen relationships with colleges, universities, and other key stakeholders.

- Oversees, in conjunction with the Orangewood Foundation CEO, all organizational integration and collaboration efforts.

- Serve on charter school and education committees/councils/Boards which may include, but are not limited to, CCSA Member Council, OC Advisory Council, CEO Leadership Alliance of Orange County, and Charter School Leadership Network.

- Investigate and participate in educational programs around the nation to positively impact Samueli Academy, STEAM, Charter Schools, and education in general.

D. Finance

- Directly oversees, in conjunction with Director of Facilities and Construction, maintenance of the physical plant, and strategic planning relating to the facility.

- Works with the CFO and Head of School 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.

E. Development

- Lead, supervise, and oversee Samueli Academy's development department (along with the Chief Philanthropy Officer), including oversight of development personnel and integration of Orangewood Foundation development services.

- Supervision, in collaboration with the Chief Philanthropy Officer, of Samueli Academy's annual fundraising goals, including the endowment campaign and other related development campaigns.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Cont'd)

- Supervision, in collaboration with the Chief Philanthropy Officer, of all development related activities, including the annual Gala.
- Host tours on campus and facilitate speaking engagements at related community events.
- Maintains a portfolio of specific donor relationships with key Samueli Academy supporters.
- In collaboration with Orangewood, find new and innovative ways to raise operational funds for the school.
- Continually works with the Board to strategically plan for the future of Samueli Academy.

F. Human Resources

- Establish an effective manner of leadership and appropriately involve members of the administration and faculty in decision-making.
- Work with the Head of School and the Orangewood Foundation Director of People and Culture 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.
- Oversee, along with the Head of School, human resources policies and programs related to staff development, employee relations, and general personnel administration.
- Assists the Head of School, CFO, 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 Executive Director.

G. Youth Connected Program

- Partners with Orangewood Foundation's Youth Connected Program Director to ensure services provided to residential students are coordinated and effective in addressing the academic and emotional needs of our resident students.

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. Charter school, 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/Common Core 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.