



SPA

**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-690-8600

Job Title: Executive Director
Category: Certificated/Classified
Work Year: 230 Days
Supervisor: Governing Board

About SPA

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

Role Summary

The position of Executive Director is the primary leadership role of the Charter School. The Executive Director must report directly to the Board of Directors, and is responsible for the orderly and successful operation of the organization.

Key Responsibilities

- **Organizational Leadership**
 - Ensure the Charter School enacts its mission and complies with its charter
 - Oversee all organizational strategic planning initiatives
 - Promote the Charter School in the community and orchestrate positive public relations
 - Manage the organizational communications plans
 - Interact effectively with media as the primary school point of contact
- **Human Resources**
 - Manage the Human Resources systems and protocols of the organization
 - Oversee the development and distribution of the Employee Handbook
 - Identify the staffing needs of the Charter School and direct a plan for recruitment and retention of highly qualified staff
 - Maintain responsibility for all final employment decisions
 - Supervise and evaluate staff and ensure the same from other administration and management as appropriate
- **Governance**
 - Communicate and report to the Board of Directors
 - Support the organization of all governance activities and responsibilities
 - Serve or appoint a designee to serve on any committees of the Board

- Oversee the implementation of and fidelity to all Board policies
- Manage all authorizer relations
- Ensure attendance at authorizer meetings and events as needed to leverage available resources and support and maintain strong connections
- Complete and submit required documents as requested or required by the charter and/or Board of Directors and/or the County Office of Education
- Finance
 - Develop and manage the organizational budget
 - Oversee school finances to ensure financial stability
 - Manage all financial compliance reporting
 - Maintain up-to-date financial records
 - Oversee fiscal controls
- Development
 - Manage the organizational development plan inclusive of strategic grant and philanthropic efforts
 - Support and partner with Board members on all major fundraising initiatives
 - Direct the development and execution of all proposals (including corporate, foundation, government grants, etc.) with a long-term relationship-management approach
 - Oversee the research of funding sources and trends
 - Ensure that all donor information is properly monitored; provide and present statistical analysis
 - Develop and maintain ongoing relationships with major donors
 - Monitor and report regularly on the progress of the development program
- Operations and Compliance
 - Oversee all organizational operations work including facilities management
 - Ensure that vendors and all contracted services are properly managed and monitored
 - Take responsible steps to secure full and regular attendance at school of the students enrolled in accordance with policies established by the Board of Directors
 - Ensure organizational compliance with all applicable state and federal laws
 - Oversee all required compliance reporting and manage on a strict annual cycle
- General
 - Teacher classroom observations
 - Staff evaluations as designated
 - School and community event attendance
 - Support, collaborate, and cross-train with the administrative team

Qualifications

- Minimum Bachelor's degree from an accredited four-year college or university
- Track-record of high achievement in student programming and administration
- Experience as a classroom teacher highly desirable