

**Announcement of Vacancy
Chief Executive Officer
Treme Charter School Association**

The Treme Charter School Association is seeking a CEO to administer its charter school(s). Located in the historic Treme neighborhood of New Orleans, Louisiana, TCSA serves students from all parts of the city through open enrollment access. The culture and unique traits of the region are integral to the TCSA philosophy which celebrates our history. The CEO is expected to expand the school's reputation as a community icon and help grow the organization so that its successes can be enjoyed beyond its current location at McDonogh 42 Elementary Charter School. The CEO will strengthen the academic model and further develop the administrative and support capabilities required to manage a network of charter campuses.

The CEO will experience an exceptional opportunity to shape how education is delivered in urban centers, overcoming the challenges of high poverty, high minority schools. TCSA is determined to provide the community with graduates who can enter and exit high school on time. It is an exciting once in a life time challenge and opportunity for a truly transformational and moral school leader.

JOB DESCRIPTION

POSITION TITLE: Chief Executive Officer (CEO)

POSITION SUMMARY: The CEO is responsible for developing the vision, adhering to policies, achieving goals, and assisting the Board of Directors in fulfilling its responsibilities. The CEO is responsible for the leadership, strategic vision and growth of McDonogh 42 Elementary Charter School and future TCSA schools. The CEO provides guidance and support for the daily operational management of the school.

The primary responsibility of the Chief Executive Officer is to carry out the strategic plans and policies as established by the TCSA Board of Directors including the academic performance and operations of the existing school and future campuses and fiscal oversight. The Chief Executive Officer reports to the Board of Directors.

IMMEDIATE SUPERVISOR: President of the Board or Designated School Board Member

ILLUSTRATIVE DUTIES: The duties and responsibilities of the CEO, as assigned by the Board of Directors, include but are not limited to the following:

- Serve as an ex-officio, non-voting member of the Board of Directors;
- Provide the leadership, vision, and strategic direction for the school(s);
- Structure the organization of the school(s) to achieve the vision, philosophy and mission;
- Oversee all operations of the school(s) and report to the Board of Directors;
- Assist the Board in the development of governance policies for review and approval; and
- Negotiate, on behalf of the Board when duly authorized to do so, all vendor and service contracts, orders, licenses, or other agreements of a special nature unless the signing is expressly limited by the Board.

- Oversee all aspects of the school including personnel, financial matters, the academic program, facilities, and operations.
- Work with the President of TCSA to draw up the agenda for all Board meetings.
- Recommend an annual budget including federally funded programs to the Board as required by state guidelines.
- Recommend hiring, supervision, professional development, evaluation and dismissal of all personnel to the Board.
- Determine the scope and sequence of educational programs according to the charter objectives.
- Implement well-researched, creative ways to educate the students in the charter school.
- Follow all legal mandates from the U. S. Department of Education, the State of Louisiana the City of New Orleans and the TCSA in all aspects related to funding, reporting and regulations associated with charter schools.
- Provide leadership to the Board in arranging fund raising activities.
- Serves as primary contact (Superintendent) with the State Department of Education.
- Assist the Board in seeking donors of time and resources in support of the schools.
- Perform other duties and responsibilities as are customary for the office of the Chief Executive Officer (Superintendent) and as may be assigned from time to time by the Board.

SPECIFIED EXPECTATIONS:

- Forms partnerships
- Hires and builds the team
- Builds culture
- Refines the workplace
- Shares vision and strategy
- Conveys values
- Manages capital
- Cultivates an attitude of respect
- Listens with an open mind
- Works from a position of community service

POSITION QUALIFICATIONS:

Required Education and Experience

1. Master's Degree in Educational Administration, Curriculum, Counseling or Special Education.
2. Louisiana Principal Certification (or eligibility)
3. Certification as a K – 12 School Superintendent (or eligibility)
4. 5 years of experience in managing and leading a high performing organization including strategic development, community engagement, and operations
5. Proven record in launching new ventures or major initiatives
6. Experience running or operating a charter school network or extensive knowledge of new schools

Preferred Education and Experience

1. Doctorate in Educational Administration from accredited college or university
2. Five years as a school principal in K-12 settings
3. Knowledge of community agencies/services
4. Experience working with urban schools and engaging residents of urban communities
5. Instructional leadership and curriculum development experience
6. Fund raising and business partnerships to sponsor school events

Criteria and Attributes

1. Exhibits ability to work effectively without supervision and learn new information rapidly
2. Shows willingness to lead a transformational institution in a very competitive environment
3. Displays proven experience as an instructional leader
4. Proves technological capabilities for using and applying information services to advance the school(s)
5. Remains focused on excellence with humility and a service oriented demeanor
6. Possesses ability to handle crisis management situations with urgency and clear thinking
7. Upholds unquestionable integrity and ethical personal behavior
8. Demonstrates personal growth and professional development
9. Maintains records and prepares reports
10. Exhibits consistent, punctual and regular attendance
11. Demonstrates superior relationship management skills
12. Possesses passion for education reform and commitment to serving children in New Orleans underserved communities

DIRECT REPORTS:

1. Principal
2. Business Manager

APPLICATION/SELECTION PROCEDURE

Salary: \$100K - \$120K in year 1 with increases based upon the acquisition of additional charter schools. Attractive benefits package includes professional travel and membership in educational organizations.

Starting Date: The CEO must be available to work full time on or before July 1, 2010.

Application Deadline: Applications will be accepted through close of business on April 16, 2010.

To apply for the position of Chief Executive Officer please visit www.tremecharterschools.org to download the applicant data form and submit the application with the following documents:

- A letter of interest indicating unique qualifications and reasons for interest in the position;
- A brief description of relevant major accomplishments;
- A current resume;
- College/university papers or credentials and transcripts;
- Copy of certification (or eligibility);
- A minimum of three current letters of reference; and
- Any other materials felt to be relevant.

Application materials will be treated confidentially. Each applicant will be informed of the Board's selection and appointment of the CEO.

Please address nominations and supporting materials to:

Roslyn J. Smith, Ph.D.
TCSA President
1651 North Tonti Street
New Orleans, LA 70119