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JOB TITLE

Superintendent

JOB SUMMARY

The Superintendent is the Chief Executive Officer (CEO) of Manzanita Public Charter School (MPCS or School). The Superintendent serves as chief administrative officer for the School District and ex officio member of the School Board. The Superintendent shall be responsible to the Board for the recruitment and employment of all personnel, for the development of curriculum, administrative rules, regulations, and procedures to implement the educational program within the framework of State laws, rulings, and regulations of the State Department of Education, and the policies of the School Board

The Superintendent will support and work closely with the school's Principal to plan and design MPCS's innovative curriculum and will be responsible for approving the design and implementation of teacher training for effective curriculum Implementation. The Superintendent will ensure that the expanding school program provides all students with core academics (i.e., reading and writing, math, social studies, and science) and that all students receive academic enrichment, such as arts, music, PE, and language instruction (Spanish), consistent with the MPCS charter.

The Superintendent will also work collaboratively with the Fiscal and Business Manager, Administrative Office staff, Teachers, School Site Council, and Governance Board to provide consistent and effective leadership for the School as a whole.

RESPONSIBILITIES AND DUTIES

Educational Program Management

- Develops a School-Community relations program through school publications, newspaper releases, and other appropriate media with the objective of providing the School Board, school personnel, and community with all possible information on the operation of the school program.
- Ensures educational and regulatory compliance at all governmental levels
- Explains and clarifies information received from various agencies, including CDE, State Board of Education, Federal authorities, and California Charter School Association
- Sets a clear vision and monitors the District's performance
- Provides creative problem-solving in order to achieve District goals
- Builds local partnerships with other businesses and non-profit organizations
- Devises and maintains a system of reports to keep parents informed of the attendance, scholarship, conduct, and health of their children
- Keeps himself/herself and the School Board informed concerning current educational trends by visiting other school districts, attending educational meetings, workshops, and conventions.

Operations Management/Supervision

- Ensures efficient School office procedures, methods, and practices
- Ensures compliance with all applicable laws and regulations, including, but not limited to, financial, record-keeping, and employment
- Responsible for overall vendor management, including, but not limited to, payroll, facilities, and contractors
- Serves as the executive administrative officer of the School Board, and shall prepare the agenda, attend all meetings, and participate in all deliberations of the Board
- Trains, mentors, and supervises the school Principal and other senior staff members
- Manages and continues to improve school facilities
- Organizes and writes the District's LCAP
- Interprets and implements the policies of the Board.
- Closes school according to his/her best judgment due to weather, road conditions, and other exigencies. The parents and students shall be properly notified by the District.
- Represents the district at all appropriate public and private functions
- Keeps necessary school records, local, county, state aid, and federal reports, personnel records, reports by supervisors, principals, teachers, and other employees.
- Transfers personnel from one assignment to another without Board approval if no change in rank or if not in violation of adopted personnel policies, but all such transfers shall be reported to the Board.
- Develops administrative procedures and regulations for implementing Board policies
- Works with the District's legal team

Fiscal Management

- Recommends an annual budget to the School Board prior to July of each year.
- Manages budgets and makes recommendations to the MPCS Governance Board
- Works with the Governance Board and the Fiscal Director to set economic objectives, financial and accounting policies, and other fiscal policies and practices as necessary
- Researches and writes grants to support and grow school programs
- Ensures expenditures within the budget are subject to limitations of Board policy and State laws.
- Approves all expenditures, signs checks, and monitors online banking statements

QUALIFICATIONS

Education and Experience

- Master's degree or higher
- Valid California Administrative Credential
- Minimum of 5 years of K-12 teaching experience
- Experience working with inquiry-based or strength-based instructional models
- Experience in coaching and developing staff
- Experience working with a culturally, socio-economically, and linguistically diverse student body

Knowledge of:

- Local, state, and federal laws applying to public schools
- Laws and regulations specific to charter schools
- Special education needs and issues
- English learner needs and issues
- Inquiry and strength-based educational programs
- Social/Emotional Learning programs
- Budget preparation and control procedures

Ability to:

- Plan, coordinate, and direct the work and activities of teaching professionals
- Manage budget, prioritize expenditures, and seek innovative methods for providing School resources
- Promote and market the educational program and services of MPCS
- Demonstrate strong instincts for identifying top talent and the ability to motivate and lead a team of distinguished professionals in their fields of expertise
- Articulate and generate a sense of urgency around student learning
- Demonstrate impressive and persuasive public speaking and communication skills

Embodies Strong Personal Characteristics:

- A deep and personal commitment to quality education for all public school children
- An unwavering belief in the transformative power of quality charter schools
- The personality, work ethic, and personal integrity to inspire others to perform at a high level and to embrace change