

Executive Director

Since Charters are both schools and School Districts all in one, the Executive Director functions as the Superintendent and the Principal focuses as the Principal. All tasks that are done in a large school system need to be done in the individual Charter School. The Executive Director is the highest position in a Charter School and the Executive Director reports to the Governing Board.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

Accountability & Compliance

- Solicit input from all parties on essential elements of the Charter during the current renewal process to ensure all voices are heard and the integrity and the sustainability of the Montessori Charter is maintained.
- Work closely with Finance on all financial matters.
- Oversee school accountability measures, including attendance, discipline, and reporting requirements.
- Develop the yearly calendar.
- Serve as a liaison to the Carson School District and oversee policy and regulation updates.
- Support the development and implementation of Legislative, NDE, and pertaining District policy changes.
- Works with Office Staff and Principal to set up ADE quarterly reports.

Assessment & Curriculum

- Oversee the continual implementation of the Montessori and Nevada Academic Content Standards, essential and cutting edge instructional materials, and the associated professional development for staff that facilitates effective, practical, purposeful implementation. Including such items as Montessori Methods, STEAM implementation, Practical Life Standards, Real-world Hands-on Learning, and Project Based Curriculum
- Supervise the development of a new, more workable, Montessori Standards Based Report Card.
- Train Staff on the use of alternative assessment methods including Annotated Observations, Portfolios, Student-Led Conferences and Curriculum Wrapping.

School Improvement

- Develop and communicate the school's vision and inspire others in accomplishing goals and solving problems, and interact with diverse groups successfully.
- Lead the school performance improvement initiatives.
- Review, evaluate and monitor school annual Nevada School Performance Framework data.

Leadership & Fiscal Responsibility

- In conjunction with the Finance Director, and using each year's Financial Audit, plan and develop the school's budget with input from staff, allocate and adjust fiscal and material resources, assure timely completion of reports, and record maintenance for all school programs.
- Supervise designated staff and oversee the administration of federal, state, and local funding for instructional programs.
- Collaborate with outside leaders, including CSAN, Charter Lobbyist Sarah Adler, members of Northern Nevada School Sponsored Charters, and our Sponsor, CCSD, to support student success and continuous improvement.
- Other related duties as assigned.
- Interpret and implement State Charter Regulations, Board policies and administrative regulations.
- Work professionally with administration, staff, students, parents, and community.
- Continue the 48-hour Launch- when a proposal is submitted by staff, students, or the community and it's doable, workable, and feasible, then it is implemented within 48 hours.

Operations

- Oversee the maintenance and operation of the building, grounds, and property assigned to the building.
- Responsible for setting up liability insurance.
- Seek out possible buildings for a future site.
- Keep buildings safe and secure.
- Sets up yearly safety drills.

Principal

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

Curriculum, Instruction, & Assessment

- Train staff on Montessori Methods, Annotated Observation, Portfolio Assessments, Curriculum Wrapping, and Student-led Conferences
- Train staff and administer MAP assessment, ACCESS, and SBAC. Must be able to navigate websites, download data, and provide instruction to others on gathering data and using data to provide instructional interventions.
- Oversee the continual implementation of the Montessori and Nevada Academic Content Standards, essential and cutting edge instructional materials, and the associated professional development for staff that facilitates effective, practical, purposeful implementation. Including such items as Montessori Methods, STEAM implementation, Practical Life Standards, Real-world Hands-on Learning, and Project Based Curriculum
- Ensure the opportunity for all students to learn in a supportive environment.
- Create and maintain a positive, orderly, and academically focused learning condition in the instructional environment.
- Provide leadership, supervision, and evaluation of the instructional program for the school.
- Provide and/or facilitate training of staff with regard to the most effective practices including Montessori Methods, STEAM implementation, Practical Life Standards, Real-world Hands-on Learning, and Project Based Curriculum that lead to higher student achievement including best practices designed to meet the needs of special populations including IEP and LEP subgroups.
- Analyze and interpret all forms of school-level data; work with staff to develop improvement plans that contain strategies to improve student learning.
- Ensure assessment regulations and guidelines are followed at all times.
- Act as the LEA for IEPs and help write and manage 504s; however, Executive Director may also serve as LEA.
- Oversee the Special Education program to help ensure that students are receiving services and needed interventions (RTI/MTSS)
- Oversee the school's extracurricular program.

School Climate

- Establish a school climate that promotes equal opportunities for all students, good conduct, and positive attitudes and values.
- Responsible for the attendance, conduct, health, and safety of students.
- Sets up procedures for addressing chronic absenteeism.

- Participate in the screening, selection, orientation, training, assignment, and reassignment of school staff.
- Supervise and evaluate the performance of all assigned personnel and engage staff in the development of professional growth activities designed to support charter school goals and programs in order to improve student learning.
- Establish a set of standard operating procedures, practices, and routines.
- Provide for effective staff communication; collaborate and resolve conflicts with others.

Assist the Director

- Work with the Director to develop and communicate the school's vision and inspire others in accomplishing goals and solving problems, and interact with diverse groups successfully.
- Work with the Director to align goals and priorities with Charter.
- Demonstrate effectiveness in coaching staff toward improved instruction with teachers including sustaining the Montessori Methods, Project-based Learning, and Real World hands-on learning.
- Demonstrate success in exercising good judgment, insight, self-awareness, and integrity when interacting with employees, students, and patrons.
- Demonstrate commitment and ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self and one's school.
- Interpret and implement Board policies and administrative regulations.
- Work professionally with administration, staff, students, parents, and community.
- Assist director with safety drills.
- Work with the Director to plan and facilitate school events such as Sneak-a-Peek, Chili Cookoff, SouperFeast, Culinary, traditions, etc.