

Executive Director

Updated: 02-01-11

Department:	Office of the Executive Director
Supervisor:	San Diego Jewish Academy Board of Trustees
Employee Classification:	Exempt

Position Summary:

Reporting to the SDJA Board of Trustees, the Executive Director is the chief executive officer in the School and is ultimately accountable for all functions and programs of the School.

Duties & Responsibilities:

Leadership:

- Demonstrate executive leadership by developing a collective School vision.
- Shape School culture and climate.
- Design curriculum and a strategic plan that enhances teaching and learning in multiple contexts.
- Ensure that all functions of the school; educational, financial, development, operations, etc. are all well managed.

Board of Trustees Relationship:

- Perform all tasks necessary to make sound recommendations, nominations, proposals, and reports to the Board of Trustees.
- Assist in the organization of the Board of Trustees, attend all regular meetings of the Board, call special meetings when emergencies arise, and advise, but not vote, on questions under consideration.
- Keep records of Board meetings and act as custodian of school property.
- Cooperate with the Board in every manner practicable to the end that the School may continuously be improved.
- Maintain strong communication and working relationship with the Board as a whole as well as with individual Board members.

Personnel Assignments and Recommendations:

- Exercise day-to-day oversight over the School and all of its activities in order to determine problems and needs, and implement improvements.
- Be responsible for directing the work of personnel.
- Directly responsible for and has complete authority to establish positions, qualifications for positions, all hiring, compensation, salary schedules, contracts, transfers, promotions, suspensions, and dismissals.

Prepare Plans and School Programs:

- Supervise the assembling of data and sponsor studies and surveys essential to the development of a planned school program, and prepare and recommend such a program to the Board as the basis for operating the School.
- Establish the organization, and operation of such classes, and services as are needed to provide adequate educational opportunities for all children at the School.
- Responsible for the proper accounting for all children of school age, for the attendance and control of students at school, and for the proper attention to health, safety, and other matters which will best promote the welfare of children.
- Ensure that the school community is well informed of the educational programs, needs, and objectives of the School.
- Implement and maintain a system of school improvement and education accountability.

Transportation and Facilities:

- Ascertain which students should be transported to school or to school activities, determine the most effective arrangement of transportation routes to accommodate these students, and recommend plans and procedures for providing facilities for the economical and safe transportation of students.
- Recommend plans, and execute such plans as are approved, regarding all phases of the school plant program.
- Recommend measures to the Board to assure adequate educational facilities throughout the School in accordance with the financial procedure authorized.

Finance and Budgeting:

- Determine and recommend School funds necessary to provide for the school year.
- Prepare the annual school budget to be submitted to the Board for adoption.
- Recommend when necessary the borrowing of money as prescribed by law.
- Keep accurate records of all financial transactions.
- Recommend policies to the Board which will provide for the investment or deposit of school funds not needed for immediate expenditures which shall earn the maximum possible yield under the circumstances on such investments or deposits.
- Recommend programs and procedures to the Board necessary to protect the School adequately against loss or damage to school property or against loss resulting from any liability for which the Board or its officers, agents, or employees may be responsible under law.
- Recommend plans and procedures for holding and supervising all Board elections.

Development:

- Oversee efforts to raise the necessary philanthropic contributions to augment the school's operating budget.
- Develop strong relationships with key and potential donors.

- Provide leadership to all development department efforts and initiatives.

Cooperation with Other Agencies:

- Cooperate with governmental agencies in the enforcement of laws and rules.
- Cooperate with other local organizations to achieve the School's education goals.

Other Duties:

- Attend conferences and avail himself or herself of means of professional and general improvement so that he or she may function most efficiently.
- Perform other duties as assigned by the Board.

Knowledge & Skills:

Knowledge of:

- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Public relations and speaking effectively and persuasively to groups and boards including negotiation techniques and collaborative approaches.

Ability to:

- Analyze data and apply pertinent laws, regulations, and principles in reaching sound conclusions.
- Plan, coordinate, and direct a variety of complex operations.
- Interpret, apply, and explain rules, regulations, and policies, and procedures to a variety of audiences.
- Manage a large budget responsibly.
- Reason, forecast, and project with accuracy.
- Make presentations to the Board.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Problem solve and apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

Educational/License Requirements:

Educational:

- Master's Degree in Education or related field.
- A minimum of five (5) years administrative experience in education or related field.
- Demonstrated excellence in leadership in areas as defined in job responsibilities.

Working Conditions:

Environment:

- Office environment.
- Constant interruptions.

Physical Demands:

- Sitting for extended period of time.
- Read handwritten documents and other records or reports.
- Some light lifting and carrying.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Reaching overhead, above the shoulders and horizontally to retrieve and file materials.
- Bending at the waist, kneeling or crouching to retrieve and file materials.

Working Relationships:

- Ability to maintain confidential and positive working relationships with administrators, faculty, staff, parents, students, donors, school and community organizations and the general public.
- Coordinate and facilitate communications and serve as liaison between administrators, faculty, staff, parents, students, school and community organizations and the general public.