



CIVICORPS SCHOOLS JOB DESCRIPTION

POSITION TITLE: Head of School

DEPARTMENT: Civicorps Corpsmember Academy

REPORTS TO: Executive Director

DIRECT REPORTS: Academy Compliance Specialist, Teachers, Resource Specialist, and annual Jesuit Volunteer

FLSA STATUS: EXEMPT

COMPENSATION: \$90,000 - \$110,000 annually dependent on experience

POSITION SUMMARY

The Head of School is responsible for oversight of the Civicorps Corpsmember Academy. This position assumes the lead role in supporting the school's mission, guiding principles and culture through personnel and budget management, implementing professional development opportunities, and coordinating ongoing Civicorps community events. They are accountable for OUSD sponsored charter and Ed Code compliance, as well as, project management and curriculum guidance.

ESSENTIAL FUNCTIONS

Staffing and Supervision

- Hire, develop, support, and evaluate staff to ensure high quality implementation of education programming within our youth development, academic, and job training model.
- Maintain staff development system, based on priority areas of the agency and school, to adequately support the professional development of staff.
- Provide support and direction to Special Education and English Language Learner teaching staff
- Maintain Jesuit Volunteer relationship and oversee annual application and placement process for Civicorps.
- Collaborate with the Support Services Manager to maintain the volunteer Academic Coach program

Curriculum

- Oversee development and implementation of curriculum and assessment tools that meet the needs of the Civicorps Corpsmember Academy population and are consistent with the mission of the school, aligned with the Charter, and reflective of WASC action plan.
- Manage class and cohort structure in order to support rigor and preparation of students for college/career pathways.
- Support Academy Compliance Specialist in coordinating class and seminar scheduling
- Participate as a team member in coordinating outside academic relationships, including community colleges, other CBOs and city/state agencies that enhance staff and student learning

Operations

- Oversee day-to-day operations of academic programs and ensure staff and students are clear about expectations, requirements, and schedules.



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- Oversee department systems for record keeping and reporting including maintaining program database, attendance tracking, assessment testing, and scheduling.
- Ensure a safe learning environment for both staff and students by consistently upholding policies and procedures, scheduling emergency safety drills, and having clear lines of communication with staff and other departments.
- Maintain a clean and inviting school space that inspires learning and reflection.
- Co-facilitate weekly Academy and Support Services Staff Meeting.
- Coordinate graduation twice per year
- Develop yearly, monthly, and weekly calendars of events
- Oversee the arts program through partnership with community organizations
- Meet with external visitors regarding Civcorps programs

Corpsmember Management

- Implement admissions policies and work with Support Services Manager and Dean of Students regarding new student intake and orientation.
- Play active role in recruitment and establishing strong partnership with continuation and adult schools.
- Work with leadership team to develop policies and procedures that increase and sustain attendance, retention, and graduation rates for all Civicorps Corpsmember Academy students.
- Work with management team to set incentive and discipline policies which promote positive Corpsmember behavior and a culture for learning.
- Support the Dean of Students and Case Counselors in handling daily disciplinary issues
- Provide teacher support regarding Corpsmember concerns in the classroom, meet with students, parents/guardians, potential students, and probation officers as needed.

Financial Management

- Assist in developing and monitoring budgets related to the Civicorps Corpsmember Academy and work with Executive Director and CFO/COO to ensure LCAP goals are being met.
- Work with Support Services Manager to manage the combined budget.
- Play active role in meeting Average Daily Attendance (ADA) and other goals set by Board.
- Manage budget allocations tied to grants, work with Development team to manage budget expenses, and ensure tracking systems are in place

Program and Grants Management

- Participate in federal, state, and foundation grant writing, evaluation, and reporting related to the development and support of the Civicorps Corpsmember Academy program.
- Oversee AmeriCorps application, reporting, and enrollment in tandem with Support Services Manager
- Support reporting and annual certification review by the California Conservation Corps
- Support implementation of grant and program design pieces to ensure outcomes are met.
- Oversee and ensure completion of all compliance reporting and testing related to the Civicorps Academy charter and in coordination with the State and sponsoring District.
- Ensure compliance with Special Education and English Language Learner policies

OUSD Charter & Western Association of Schools and Colleges (WASC)

- Foster and maintain strong relations with Oakland Unified School District and appropriate offices (Office of Charter Schools, Office for Alternative Schools, Office of Admissions) and take active role in work groups.
- Oversee tracking and attainment of Measurable Pupil Outcomes (MPOs) and report out quarterly

Head of School

Academy – 3/2019



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- Facilitate Charter renewal process and annual review of Action Plan to ensure goals are being met and mission is being upheld.
- Facilitate annual review of WASC action plan, oversee self-study process, and participate on visiting committee to other schools as assigned

Other

- Serve as a member of leadership team for Civicorps; including involvement with strategic planning, evaluation, and direction of Academy goals and objectives.
- Understand the mission and guiding principles of the Civicorps Academy and put these into practice both in the classroom and other school related activities.
- Participate in other organization events.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Master's degree (MA or MS) required in relevant field
- Minimum three years experience in a lead administrative capacity within an educational environment.
- Administrative Credential and/or Teaching Credential a plus
- K-12 teaching experience strongly preferred
- Understanding of and experience with Special Education and English Language Learner programs a plus
- Demonstrated skills in recruiting, supervising and motivating teaching staff.
- Understanding and familiarity with CalPads, SARC, and LCAP a plus
- Experience with charter renewal and/or WASC certification a plus
- Knowledge and familiarity with Common Core, college level student learning outcomes, project-based curriculum, IDEA and ADA

OTHER QUALIFICATIONS

- Demonstrated skills in project management and team building
- Experience with and commitment to diverse, urban student and family populations
- High degree of computer literacy and comfort with acquiring new technology skills
- Experience with and/or commitment to work in an innovative, mission driven school environment
- Excellent communication, constituency building, and interpersonal skills.
- Broad experience in strategic planning
- Experience in budget and fiscal management.
- Excellent time management skills; ability to multitask and prioritize.
- Excellent communication skills with colleagues, students, public
- Ability to pass state and federal background checks.
- Commitment to serving the East Bay community as well as an interest in stewardship for the environment and working with urban youth.



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- Ability to work in harmony in a community based organization with a diverse staff, students, families and/or partnerships.

WORK ENVIRONMENT AND REQUIREMENTS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is required to sit, stand, walk, and talk or hear.

NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned.

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration.

Employee Signature

Date