

MITCH CHARTER SCHOOL

Qualifications and Duties of the Executive Director

Primary Purpose

As the leader of administrative and instructional programs at MITCH Charter School, the Executive Director is responsible for overseeing daily operations of the school in fulfillment of the mission, vision, and strategic objectives established by the Board. The Executive Director provides engaging leadership to the MITCH community and ensures an open and collaborative environment focused on academic excellence and exemplary character.

Reporting Structure

The Executive Director reports to the MITCH Charter School Board and directly or indirectly supervises all school staff.

Essential Responsibilities

The Executive Director is accountable for fostering success in each of the following areas, measured through both qualitative and quantitative assessment.

Student Achievement and Development

- Ensures a safe and healthy learning environment in which all students feel supported, valued, and respected.
- Guides and supports curricular and instructional programs to ensure that student achievement is maximized, benchmark standards are consistently exceeded, and commitment to academic excellence is upheld.
- Models and promotes exemplary character, responsibility, and commitment to personal development as essential qualities for learning and succeeding.
- Ensures clear expectations and consistent standards of behavior and discipline.

Staff Performance and Development

- Ensures a positive and collaborative working environment focused on the central value of excellence.
- Sets clear and consistently high expectations for all staff. Provides leadership and resources necessary to maintain a culture of high performance and job satisfaction.
- Inspires and empowers all staff members to develop their leadership capacity for personal growth and the betterment of the school community. Supports self-directed work teams and advocates for continued development.
- Hires and orients staff. Facilitates a consistent and equitable process for staff evaluation. Provides coaching and corrective action as necessary to ensure that established performance objectives are met.

Community Relations

- Maintains presence as a visible leader in the school, communicating professionally and openly with parents, volunteers, Board members, alumni families, and other stakeholders within the MITCH Community.
- Serves as an advocate for MITCH through positive and proactive interactions with the Tigard-Tualatin School District, local businesses and community members, peer leaders, and local and state government.

Financial and Administrative Management

- Manages the operating budget and ensures that funds are appropriately allocated. Promotes and supports fundraising efforts in alignment with the school's mission and strategic objectives to ensure sustainable operations. Assists in identifying grant opportunities and developing diverse sources of long-term funding.
- Oversees the lottery admissions process and takes necessary initiative to maintain full enrollment.
- Prepares and presents operational reports to the Board and assists in preparing monthly meeting agendas. Provides strategic input and recommendations.
- Ensures compliance with policies, procedures and regulations including but not limited to federal and state laws, Tigard-Tualatin School District requirements, the MITCH charter, bylaws, and Board-established measures of accountability.

Facilities and Safety Management

- Ensures a safe, clean, and well-maintained facility with equipment in good working order.
- Manages emergency planning and ensures timely completion of safety drills and related training.

Additional Responsibilities

Additional responsibilities may be assigned by the MITCH Charter School Board.

Qualifications and Experience

A Bachelor's Degree from an accredited, four-year college or university is generally required. An advanced degree and/or current Oregon Administrator licensure is preferred. Relevant education may substitute for experience, and relevant experience may substitute for education.

Demonstrated proficiency in the following areas is required:

- Ability to effectively communicate in written and verbal form; strong presentation skills.
- Flexibility and experience in solving challenging problems through a positive, collaborative approach.
- Ability to read and interpret documents such as policies and procedures, contracts, strategic plans, and financial statements.
- Knowledge of current office software.

Physical Demands

Visual acuity, manual dexterity, and the ability to speak and hear are necessary to perform the essential functions of the job. Additional physical requirements include standing/walking (50%), sitting (40%), bending/reaching (5%), and lifting up to 25 pounds (5%).

Working Environment

Essential functions of the job are primarily performed in a school/office environment. Outdoor activities central to the operation and/or curricular focus of the school may require exposure to varying weather conditions. Regular travel to meet local off-campus commitments is required. Must be willing to work evenings and non-standard hours as needed.

END OF POLICY

Legal Reference(s): ORS 327.133, ORS 332.405 - 332.427, ORS 332.515, ORS 342.125,
ORS 342.140, ORS 342.143, ORS 342.173, ORS 342.175, ORS 342.200, OAR 581-022-0102
to -1940, OAR 581-023-0006 to -0050, OAR 584-020-0000 to -0045, OAR 584-036-0035 (1)
OAR 584-046-0005 to -0035, OAR 584-048-0085 to -0120, OAR 584-080-0151,
OAR 584-080-0161