

The Lehigh Valley Charter High School for the Arts is accepting applications for the position of Executive Director and CEO

Job Title: Executive Director and CEO

Job Type: Full time

Compensation: Negotiable and commensurate with experience and qualifications

About the Lehigh Valley Charter High School for the Arts:

Lehigh Valley Charter High School for the Arts (Charter Arts), opened in 2003, is located in Bethlehem, Pennsylvania, in the heart of the city's Southside Arts District. Charter Arts is an audition-based public charter school that provides a comprehensive curriculum for high school students, grades 9-12, who have a dedicated passion for the creative and performing arts. Students major in one of seven artistic areas: dance, instrumental music, literary arts, production arts, theatre, visual arts, or vocal music.

The school's original charter was granted in 2002 by the Bethlehem Area School District and the Northampton Area School District, granting status to Charter Arts as a regional charter school. In September 2003, the school welcomed 268 students. Over the next twenty years, Charter Arts experienced a steady growth leading to increased enrollment which stood at approximately 600 students by the year 2020.

The mission of Charter Arts is to provide a unique environment that fosters a creative, rigorous academic approach to learning and a development of talents in the arts. Built on passion, discipline and a commitment to excellence, this integrative educational experience inspires all students to believe in who they are and in what they can accomplish.

Charter Arts' rigorous curriculum fosters both academic and artistic excellence for its students. The school's impressive Future Ready PA Index ranking, Advanced Placement (AP) exam statistics, Keystone Exam statistics, SAT scores, prestigious artistic accolades, and graduation rate, are testaments to the outstanding education that Charter Arts provides.

Charter Arts is proud to celebrate its nineteenth year as one of the most respected high schools for the arts in the nation. The school was one of only 349 schools in the nation to be named a 2018 National Blue Ribbon School of Excellence by the U.S. Department of Education. Recently, Charter Arts was ranked as #1 Best Public High School Teachers in PA and #1 Best Charter High School in Pennsylvania on Niche's 2023 Best Schools in America Rankings.

Graduates of Charter Arts are balanced thinkers who are well-prepared for post-secondary education and other life experiences beyond high school. A vital factor contributing to the success of Charter Arts' students is the culture of curiosity and creativity that is fostered within all aspects of the school from administration to faculty, staff, and students. Charter Arts supports faculty in their creative endeavors and provides them with the flexibility needed to creatively meet the unique needs of their students. By focusing on the individual needs of students, Charter Arts faculty respond to a population from disparate backgrounds with diverse educational needs.

About the Position:

The Lehigh Valley Charter High School for the Arts' Board of Directors seeks an extraordinary individual to lead the school, continue implementation of its vision, build on the rich artistic culture of an integrated arts education, and prepare the organization for the future.

The CEO will directly manage a team of academic, operations, programs, and community engagement professionals and is ultimately responsible for the school's 90 person staff.

The CEO reports to the Board of Directors and is responsible for the entire operation of the school. This individual serves as the public face of the school to the school community, local Lehigh Valley community, chartering districts and Pennsylvania charter school community. The successful candidate will be a proven leader with a commitment to Charter Arts' mission and vision of providing an arts integrated education composed of artistic and academic excellence, character, leadership and community awareness. This individual will be an exceptional manager, motivating leader, and strong relationship builder. The Executive Director will work with the Charter Arts Board of Directors, Principal, teachers, parents, and community leaders in the following specific areas:

- Executive Leadership - As the school's "Chief Executive Officer," the successful candidate must:
 - Embody, advocate for, and execute the mission, vision and strategic direction of Charter Arts;
 - Support the Board's strategic planning process by proposing relevant priorities and implementing key annual action plans that align with the school's multi-year strategic plan;
 - Support and supervise the school's Principal and administrative team, and by extension indirectly all educational staff including the Assistant Principals, teachers, educational assistants, school counselors, and educational specialists;
 - Foster a true "esprit de corps" within the school by creating a trusting, collaborative, open, and positive atmosphere amongst staff generally and respectful, professional relationships between individual staff members;
 - Serve as the staff's primary liaison to the Board of Directors bringing updates, concerns,

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- recommendations, resource requirements, and major issues to the board's attention in a timely manner; and
- Reinforce the Board's governance and fiduciary responsibilities by participating in bi-monthly board meetings, board committee meetings, preparing administrative reports, and developing recommendations for board consideration that combine the best interests of students, the input of faculty and staff, and the needs of Charter Arts, with the focus and direction the Board desires.
 - Operations - The CEO will supervise key operational staff directly and develop and oversee all administrative and organizational support activities including:
 - Work with the Chief Operations Officer to develop Human Resource policies and procedures;
 - Technology (including planning, support, and all other administrative aspects);
 - Facilities including custodial, maintenance, and cafeteria operations;
 - Vendor management including physical supplies and required services;
 - Coordination and development, with school's Principal, various site calendars;
 - Community outreach;
 - Fundraising activities.
 - Financial Management - The CEO will manage the day-to-day finances of the organization including the following specific responsibilities:
 - Work with the Chief Financial Officer to develop an annual budget for board approval;
 - Manage an annual operations budget of approximately \$10.9 million ensuring fiscal stewardship and sustainability for the organization including timely accounts payable;
 - Facilitate and attend annual audits and work with CFO to implement any audit findings;
 - Provide financial reports to the Finance Committee of the Board of Directors, and other agencies as mandated by law and relevant policies;
 - Inform the Board of Directors of general fundraising needs and requirements;
 - Compliance - The CEO is directly responsible for ensuring that the school is in compliance with all federal, state, and district laws and policies as well as adhering to best practices in matters of risk management. Specific compliance duties include:
 - Ensuring all legal and contractual obligations are met;
 - Filing all necessary reports, claims, and forms to chartering districts, Pennsylvania Department of Education, and other governing bodies;
 - Ensuring the school's facilities meet health and safety requirements;
 - Protecting the school, employees, and board by ensuring all prudent insurance policies are in place at sufficient levels;

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- Developing and following safety and risk management best practices (including volunteer risk management, cybersecurity, and all other building safety risks); and,
- Assisting the Board in preparing for formal board approval of all relevant and prudent school policies and related procedures.
- External Relations - The CEO is the school's key spokesperson and primary public face to both the extended school community and external stakeholders. As such, the successful candidate will:
 - Provide regular communications with families and other stakeholders;
 - Attend school performances, student activities and community events;
 - Nurture positive relationships with all community leaders including donors, elected officials, business owners, and residents of the Lehigh Valley;
 - Maintain positive relationships with and explain and clarify information received from various agencies including the Pennsylvania Department of Education, and other trade and governing bodies;
 - Work with the Board of Directors and the Charter Arts Foundation Board to establish fundraising goals, cultivate donors, and secure charitable contributions;
 - Oversee the organization's website, electronic communications, and social media properties to present and protect the school's brand; and,
 - Implement such marketing and communications plans as may be necessary to continue attracting a diverse and sufficient student population to the school and supporting all necessary development efforts.

The CEO may be required to perform duties not specified in this job description as required for the successful operation of the school and agreed with the Board of Directors.

Qualifications: The successful candidate will possess the following:

- Organizational leadership experience with a proven record of success in leading cross-functional teams to achieve ambitious results;
- Strong strategic thinking and planning skills, with an ability to make difficult decisions, manage multiple concurrent projects and priorities effectively;
- Experience, interest and/or background in the arts;
- Exceptional communication skills with an ability to motivate staff, parents, community leaders, and other school stakeholders;

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- Experience forming, cultivating, and expanding partnerships with key constituents in the public and private sectors, such as foundations, individuals, and government agencies;
- Strong financial acumen including knowledge in budgeting, audit processes, investment oversight, and financial reporting;
- A proven track record of fundraising from charitable foundations, businesses, individuals, and public sector institutions;
- Knowledge of local, state, and federal laws applying to public charter schools;
- Utmost personal integrity that balances a strong commitment to transparency with necessary confidentiality in sensitive matters;
- An unwavering dedication to establishing and maintaining positive, respectful relationships with students, staff, parents, and community members;
- A Master's degree or other advanced professional degree strongly preferred;
- At least 15 years of professional experience, preferably within the 9-12 education sector;
- A valid administrative or educational credential or license or willingness to pursue one;
- Previous experience within a charter school environment is highly desirable.

Application Instructions: Interested applicants should submit the following material in a single PDF file to the attention of the Lehigh Valley Charter High School for the Arts Selection Committee (CEOsearch@charterarts.com):

- 1) **Letter of intent including summary of specific qualifications that match this job description and the Charter Arts mission and vision;**
- 2) **One-page statement of educational philosophy;**
- 3) **Current Resume or CV; and,**
- 4) **Names and contact information for three current professional references.**

The position will remain open until filled. Application review will begin on March 31, 2023.

The Lehigh Valley Charter High School for the Arts is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status,

age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA).

Salary Range: \$120,000-\$130,000

CEO & EXECUTIVE DIRECTOR

JOB DESCRIPTION

Job Summary:

The Executive Director shall be the school's Chief Executive Officer (CEO). He/She is accountable for the overall leadership and operation of the organization while collaboratively executing the Board's vision and mission. Within policies established by the Board of Directors, the CEO supervises the Leadership Team comprised of the Principal, Director of Finance, Chief Operating Officer, Communications Manager, Donor Relation and Events Coordinator, and Assistant to the CEO and any subsequent personnel additions.

Although the direction is provided by the Board, day-to-day management is the responsibility of the Chief Executive Officer. The CEO is responsible for keeping the Board of Directors informed of all important conditions, needs, and issues of the organization and for advising and making recommendations to the Board of Directors. The CEO will manage all board meetings and prepare content for board meetings in collaboration with the Chair of the Board. This individual will be responsible for oversight of the budget and other financial reports. He/she/they will be responsible for recommending salaries, raises, promotions, and terminations to the Board and will make the final decision on all personnel issues. The CEO will communicate all necessary information to the Board of Directors and to the Pennsylvania Department of Education.

PRIMARY RESPONSIBILITIES

The CEO shall possess the following powers and be charged with the following duties:

- To be the chief executive officer (CEO) of the school, with the right to speak on all matters before the Board, but not to vote.
- To enforce all provisions of State Law and all rules and regulations relating to the management of the school under the direction of the Board.
- To ensure the safety and security of the school environment for all students, faculty and staff.
- Academic Achievement
 - Establish high expectations for student achievement and communicate these expectations through a variety of methods (newsletters, presentations, memos) to internal and external stakeholders on a regular basis.
 - Monitor and analyze program effectiveness and identify areas needing improvement and

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intervention.

- Communicate academic progress to stakeholders on a quarterly basis and provide an annual summary to the Board of Directors and the State Department of Education.
- Oversee the direction of curriculum development activities that increase staff expertise and knowledge.
- Ensure that continuous improvement is guided by student academic standards; school performance standards; and concrete data from state, and local assessments.
- Collaboratively consult with the Board regarding the strategic and tactical direction of the school based on the vision and mission.
- Promote positive relationships with stakeholders in communities across the state.

SCHOOL OVERSIGHT AND OPERATIONS

- Embody and implement the mission and vision of the school.
- Develop a strong working relationship with the Board, Faculty and Staff.
- Ensure compliance with all federal, state, and local regulations and policies.
- Oversee the submission of all reports to the State Department of Education and Board of Directors accurately and timely.
- Oversee the maintenance of adequate records for the school, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- Oversee the selection and hiring of personnel based on ability, qualifications, past performance and school needs.
 - Review and update as needed Charter Arts' Guidelines for evaluating staff members.
 - Review and update as needed office and personnel policies.
 - Supervise and evaluate staff on an annual basis.
- Provide leadership in identifying and solving issues and problems facing the Administrative and Educational staff.
- Provide for the optimum use of the staff of the school. See that the school is staffed with competent people who are delegated authority commensurate with their responsibilities.
- Define the duties of all personnel.
 - Ensure appropriate Professional Development for all faculty and staff.
 - Require school employees to attend such regular and occasional meetings as necessary to carry out the school's educational programs.

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- Recommend for ratification by the Board, the appointment, discipline, or termination of employment of the administrators of the school.
- Recommend for ratification by the Board the appointment, discipline, or termination of employment of teaching and non-teaching personnel of the school. See that effective relations with employees are maintained; assume ultimate responsibility for negotiations with the employees of the school.
- Lead staff meetings and frequently communicate with staff members.
- Lead the direction and serve as a participant in strategic planning meetings to guide and discuss growth and development opportunities for Charter Arts.
 - Based on strategic planning with the Board of **Directors**, **Leadership** team, faculty, parents and community members, identify short and long-term **goals** for the future of the organization. In collaboration with the Leadership team and Board of **Directors**, **develop and** implement strategic plans to achieve the school's short- and long-term goals.
- Oversee the management of building contracts, facilities planning, maintenance, and custodial operations.

BOARD RELATIONSHIPS

- Keep the Board informed of the progress of the school's educational programs and establish effective communication between the Board and the staff of the school.
- Establish and maintain an open, ongoing structure to insure the accurate communications from and to the Board regarding policies that relate to personnel and school employees.
- Prepare the agenda for Board meetings in consultation with the President of the Board.
- Prepare and submit necessary and helpful facts, information and reports as needed to support recommendations to the Board relative to all matters requiring board action.
- Attend all monthly Board committee meetings: Curriculum, Resource Development, Finance.
- Submit to the Board a clear and detailed explanation of any proposed procedure that would involve an alteration or departure from established policy or the expenditure of substantial sums not delineated in the yearly budget.
- Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as possible and recommend policy in order to provide guidance in the future.

FISCAL RESPONSIBILITY

- Coordinate with the Finance Director to follow the school budget and meet all financial obligations.

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- ❑ Oversee the submission of all financial reports and records accurately and timely.
- ❑ Attend monthly Finance committee meetings of the board to review financial reports and monitor expenditures and revenue.
- ❑ Oversee all accounting functions, including those necessary for budget development and execution, financial analysis, tax reporting, and benefits and insurance administration.
- ❑ Oversee the development, authorization, and maintenance of an appropriate budgetary procedure.
- ❑ In collaboration with the Finance Director, prepare the annual proposed budget and submit it to the Board by March 1 or at a such an earlier date as is necessary to provide an adequate opportunity for the Board's discussion and deliberation. Oversee the management of all funds, physical assets, and other property of the school to ensure that they are appropriately inventoried and administered.

COMMUNITY DEVELOPMENT AND EXTERNAL RELATIONS

- ❑ The CEO is accountable for initiating and nurturing productive relationships with a variety of constituencies at the local, state, and national levels. Central to this role is the effective and persuasive presentation of Charter Arts' vision and mission to all stakeholder groups.
- ❑ Oversee all organizational press relations, including the content of news releases and/or other items of public interest that relate to school employees, educational matters, policies, procedures, school-related incidents, or events. Approve media interviews of this nature with school employees.
- ❑ Develop, establish and maintain relationships with community groups interested or involved in the school's educational programs.
- ❑ Establish and maintain relations with feeder school districts, the PA Department of Education, colleges and universities and the US Department of Education.