



ACADEMY AT THE FARM, INC.
JOB DESCRIPTION: DIRECTOR

Job Summary

We are excited to announce an exceptional opportunity for an experienced and passionate individual to be the Director of the Academy at the Farm. Academy at the Farm is a unique, high-performing Preschool-12 charter school with a nationally recognized agriculture program. This position requires a unique blend of skills, including strong character and a deep understanding of business skills, including finance and educational leadership. If you're passionate about empowering young minds through character development, education, agriculture, and you can inspire a team towards a common vision, we want to hear from you! Help our teachers, Board of Directors, and community to "do what is best for kids" and grow the next generation of leaders by continuing our educational success of 16 years as an A-rated school.

Qualifications

The required qualifications for Director are

- Bachelor's Degree from an accredited college or university in Business or Education
- A certification in education with three years of teaching experience
- Experience in public or private school and working in a diverse organization (either for-profit or not-for-profit)
- Experience leading a large team
- Understanding of charter school governance
- Business leadership experience
- Knowledge of public finance
- Effective communication skills with the governing board, students, faculty, staff and community

The preferred qualifications for Director are

- Master's Degree from an accredited college or university in Business or Education
- Fundraising experience
- Experience in public or private school administration, school district administration, Preschool knowledge, or administration of a diverse organization (for-profit or not-for-profit)
- Experienced in charter school governance
- Knowledgeable in Kagan Cooperative Learning

The Director should have the following non-negotiable qualities:

- Respect
- Responsibility
- Fairness
- Honesty/Integrity
- Citizenship
- Caring

The Director should be able to provide examples of

- Ability to communicate effectively with various audiences in both oral and written form
- Ability to facilitate groups to consensus
- Ability to analyze statistical data for trends and performance and to develop strategies for improvement based on educational standards
- Proactive and quick decision-making skills
- Excellent leadership qualities
- Plans for continuous improvement
- Processes for monitoring student physical and mental health
- Fostering a positive school culture that promotes academic excellence, inclusivity, and student well-being

Duties and Responsibilities of the Director

The duties and responsibilities are not exclusive to the following list:

Business Management

- Follow compliance to ensure that the school keeps its not-for-profit status
- Implement fundraising to ensure that the school is financially stable
- Provide a competitive wage to ensure the stability of the staff and faculty
- Ability to prepare agenda items, present and explain to the Board of Directors.
- Inspire a business-oriented, professional, results-driven environment across the organization

Educational Leadership

- Knowledge of Florida Educational Statutes, especially those regarding charter schools, the Florida Education Finance Program, Capital Improvement Funding, and Human Resource Law
- Knowledge of learning theory, program planning, curriculum development, and management of instructional programs
- Knowledge of local, state, and national policies which impact education
- Knowledge and ability to support and implement programs, policies, and procedures relating to the school's mission of an Exceptional Student Education (ESE) inclusion model to also include section 504 of IDEA
- Delegate authority and responsibility to implement procedures for evaluation of programs and personnel
- Ability to represent the school at district, state, and local functions
- Ensure a safe and supportive learning environment that addresses the needs of all students
- Implement programs and initiatives to support student achievement and engagement

Legal Compliance

- Follow Federal and State laws and the school's board-approved policies and procedures
- Fulfill all of the requirements of the State of Florida and the District School Board of Pasco County to run an educational institution that includes the certified graduation of high school students
- Follow and enforce all DCF rules and State laws required to run a successful Preschool
- Ensure adherence to Pasco County and State safety procedures

Mission, Policy, and Planning

- Work with the Board of Directors to create and maintain a mission and support planning to provide goals and principles that drive the school's focus
- Strategic planning with the Board of Directors is needed to set measurable, obtainable goals and monitor their success
- Implement the mission and policies for staff and faculty

Management and Administration

- Recommend dismissal or suspension of staff members due to incompetency or misconduct
- Manage the school's enterprise activities, such as Before/After School Care, the Fee-Supported Summer Program, and other programs that have yet to be implemented
- Human relation skills and ability to work with group processes
- Initiate student enrollment projections
- Facilitate an administrative team that determines the day-to-day operations of the school
- Participation in co-curricular activities

Governance

- Monitor internal communication.
- Make recommendations to the Board of Directors and Board of Directors' subcommittees
- Create a board agenda, attend the board meeting, and help meet all legal and board requirements
- Perform and promote all activities in compliance with equal employment and nondiscrimination policies of the school's Board of Directors
- Perform other duties as assigned by the school's Board of Directors

Finance

- Meet audit requirements in the use of all funds
- Oversee the school's budget, make decisions that keep the institution financially stable, and ensure the fidelity and security of the budget
- Oversee school finance to ensure that school assets are used correctly

Community Relations

- Willingness to join and participate in local civic organizations
- Able to communicate with media outlets to promote and inform about the Academy at the Farm

- Serves as chief spokesperson for the Academy in the community and assures proper representation of the school and the board

Benefits

- Salary Based on Experience \$90,000-\$120,000
- Full Medical and Dental Insurance
- Life insurance
- 401K 7% Employer Contribution

Application Procedure

- To apply for the position of Director for Academy at the Farm, please provide a cover letter and resume and any pertinent licensure via the media you are reviewing this advertisement on, or email directly to bwilHITE@academyatthefarm.com.

Academy at the Farm does not discriminate on the basis of race, color, sex/gender, religion, national origin, marital status, disability, age or genetic information in its educational programs, services or activities, or in its hiring and employment practices.