



## **Heartland Lakes Community School School Director Job Description**

### **Mission Statement**

HLCS exists to empower scholars to bravely live their truth, to become wise stewards of the land and resources and to ignite lasting curiosity that leads to positive change in their school, their communities, their world and themselves.

### **Purpose Statement on Using the Environment**

An emphasis on outdoor learning by using the environment with which we live and learn by utilizing both structured and unstructured outdoor learning spaces; we intend to be an expeditionary learning school where students work together on a specific project throughout the school year to achieve a common goal. HLCS will be a smaller community school with smaller class sizes which will lead to more individualized attention and care.

### **Guiding Philosophy on Meeting the Needs of the Whole Child**

To develop and meet the needs of the whole child. Providing hands on learning experiences fostering curiosity and allowing students to discover their abilities, values, passions. All members in the school community will strive to take responsibility in their learning, collaborate and build mutual trust so all individuals feel safe and confident to take responsible risks. Our school will intentionally foster a space of inclusivity for all members.

### **Position Overview**

The School Director will embody, advocate, and implement the vision, mission, and strategic direction of Heartland Lakes Community School. The School Director will oversee all aspects of the organization, including academic program delivery, financial, operational, and strategic planning. The Director will fulfill the role of the general manager and will have general supervision, direction and management over the school's operations and officers, subject to review and oversight by the Board. The Director hires, promotes, coaches, develops, supports, encourages, evaluates, and as needed, dismisses staff and teachers at the school.

### **Details of Employment**

Beginning part time April, 2024

Full-time by May 1, 2024 and through the 2024-2025 School Year

Salary range: \$75,000-\$85,000

Health Care Benefits

PTO

TRA-Eligible

[EL Education](#) (Expeditionary Learning) Professional Develop and Leadership Institutes

### Vision and Mission, Environmental Education

- Work collaboratively with the school's Board of Directors and staff to lead and implement the schools' mission, vision, and strategic plan.
- Lead stakeholders including the board of directors, staff, students, parents and community members to effectively merge school district systems, structures, personnel, operations, and governance practices.
- Intentionally build a school culture that exemplifies high expectations for honor, honesty, exploration, perseverance, empathy and a scholarly environment for both students and adults.
- Promote and model the teaching and use of sound environmental practices.

### Instruction and Assessment

- Foster and participate in the development of innovative learning including the use of best practices, experts, fieldwork, and service.
- Support and participate in the development of a quality advisory/crew system to ensure that each student is known well, has a voice in the school community, and is given appropriate academic support.
- Create, model and support a professional community that focuses on curriculum and instruction as the primary vehicle for improving student achievement, student growth, college readiness, and school culture.
- Ensure that students receive support through Title I, Special Education, ELL, and/or other services as needed to ensure success.
- Provide leadership to Special Education staff in the development and implementation of schedules, structures and instructional best practices for the Special Education program.
- Ensure that school structures are in place for team planning, on-going evaluation
- Gather feedback from students, parents, and community on the school's program of students' needs and flexibility to adjust curriculum to best serve the current student population.
- Support the development of assessment and evaluation practices that promote and encourage student academic growth.
- Ensure that academic course work addresses Minnesota State Standards.
- Support teachers in the development of assessment and evaluation practices that promote and encourage student academic growth.
- Ensure that there is an evaluation of the effectiveness of the school's programs and that evaluative feedback is used in strategic planning.

### Human Resources and Personnel Management

- Work with the board chair to consistently create, reflect, and receive feedback on annual goals.
- Support best practices in professional development by creating and implementing a professional development work plan based on the needs of staff and students. Ensure that all staff has opportunities for feedback, reflection, and improvement.
- Take responsibility for personnel decisions including but not limited to hiring, coaching, at will agreements, salary negotiations, and termination of staff following criteria in board-approved Employee Handbook.
- Supervise the senior administrative staff of each school site.

## Financial

- Oversee the use of school resources to achieve school goals for the advancement of students, staff, and program in keeping with the school's mission.
- Ensure that maximum educational revenues are received and that expense budgets are managed prudently for the benefit of students and staff, and manage the annual budgeting process; secure additional funding to provide additional opportunities whenever possible.
- Work responsibly with all contracted agents to ensure that the school's payroll, benefits, accounts payable and reporting systems are well managed.
- Create and manage the school budget in a timely and appropriate manner to support a high-quality educational program based on enrollment, student needs, and financial constraints
- Ensure compliance of the legal management of all school funds.
- Communicate monthly with board regarding revenues and expenditures.
- Director will maintain lead responsibility for recruiting students that will take full advantage of the mission and vision of the school. This includes meeting the enrollment goals and policy as determined by the Board of Directors.
- Negotiate vendor contracts and present to the board of directors for approval.
- Ensure timely payments of bills, licenses, and necessary insurance.

## Legal and Compliance Management

- Meet all deadlines for reporting to both the Minnesota Department of Education and charter school authorizer to consistently meet all compliance requirements.
- Ensure that the necessary policies and procedures are in place to provide an environment that is physically, socially and academically safe for students and adults.
- Ensure the school is in compliance with applicable laws, regulations, reporting requirements, federal and state special education programs.
- Meet all deadlines for reporting to both the Minnesota Department of Education and charter school authorizer to consistently meet all legal, academic, and financial (including tax) compliance requirements.
- Maintain regular communication with the charter school authorizer and comply with the requirements thereof.
- Actively communicate with the authorizer regarding progress toward charter school goals.
- Lead the charter school reauthorization process.

## Effective Communication

- Effectively communicate with stakeholders including a monthly newsletter to a variety of stakeholders including families, community members, business partners, staff and educators who have expressed interest in working at HLCS.
- Host open house events for enrolled and interested families.
- Students: communicate effectively with positive feedback and discipline to show students what expectations are and that they are valued.
- Staff: communicate expectations, schedules, information regarding Board activities, positive reinforcement, areas for improvement, and feedback on instruction and assessment.
- Parents: provide appropriate verbal, electronic, and written communication regarding school activities and expectations for parents as well as the local geographic community and educational community.

- Board: provide appropriate information regarding student achievement, finance, staff, plant, and plans.
- Community partners: foster and maintain partnerships that benefit students as well as external constituencies and associations with whom the school should be engaged for the achievement of its mission and goals.

#### Board and Authorizer

- Lead the development of the Annual Report and World's Best Workforce Report, evaluating the school's academic, financial, and operational performance as related to charter school goals.
- Work collaboratively with the board, students, parents, and community in the development and implementation of the school's program.
- Foster and maintain a quality working relationship with the board and keep the group informed of the performance of the school through the monthly director's report.
- Ensure timely meetings, agendas, minutes, board committees, reports, board member nominations and elections, and annual meetings.
- Collaborates with Board Chair and board members to support new board members including board development.
- Provide recommendations to the board on education, financial, compliance, contracts, and operational decisions.

#### Facility

- Coordinate and oversee any renovations or updates needed in the building to ensure that the space (indoors and out) meets the needs of the students and program.

#### Minimum Qualifications:

- Excellent verbal communication
- Strong leadership skills
- Knowledge of the HLCS Model (The HLCS Model along with mission and vision may be further developed, refined and articulated by School Director and School Staff in collaboration with the Board and aligned to its commitments)
- Knowledge of SEL, Restorative Practices, Trauma-informed practices
- Must be detail oriented
- Must have the ability to multitask and prioritize job duties
- Experience in public/charter schools preferred
- Minnesota Admin License (or professional development plan, developed in collaboration with the board and updated yearly)
- Experience working with Special Education, English Language Learners, and/or other marginalized communities.

To apply for this position, send your resume, cover letter, list of 3 references, and documentation of licensure credentials to [info@heartlandlakescs.org](mailto:info@heartlandlakescs.org) by March 31, 2024.