



Job Title: Executive Director/Principal

Job Type: Full time (1.0 FTE)

About the Position:

We seek an extraordinary individual to lead the school, continue implementation of its vision and prepare the organization for the future. The Executive Director/Principal will directly manage a team of academic and operations professionals and is ultimately responsible for the school's ten (10) person staff.

The Executive Director/Principal reports to the Board of Directors and is responsible for the entire operation of the school and serves as the key external representative on behalf of the school to the school community, local York County community, and Rock Hill School District 3.

The successful candidate will be a proven leader with a commitment to The Palmetto School's mission and vision.

This individual will be an exceptional manager, motivating leader, and strong relationship builder with demonstrated success in a similarly situated school or organization.

The Executive Director/Principal will work with the Board of Directors, teachers, Children's Attention Home staff, parents, and community leaders in the following areas:

Executive Leadership - As the school's "Chief Executive Officer," the successful candidate must:

- Embody, advocate for, and execute on the mission, vision and strategic direction of The Palmetto School;
- 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 educational staff including the assistant principal, teachers, educational assistants, school counselor, 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, 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 monthly board meetings; preparing monthly administrative reports; and developing recommendations for board consideration that combine the best interests of students and the needs of The Palmetto School with the focus and direction the Board desires.

Operations - The Executive Director/Principal will supervise staff directly and develop and oversee all administrative and organizational support activities including:

- Human Resource policies and procedures;
- Technology (including planning, support, and all other administrative aspects);
- Facilities including custodial and maintenance operations;

- Vendor management including physical supplies and required services;
- Coordination and development of various site calendars; and,
- Community outreach and fundraising activities.

Financial Management - The Executive Director/Principal will manage the day-to-day finances of the organization including the following specific responsibilities:

- Develop an annual budget for board approval;
- Manage an annual operations budget ensuring fiscal stewardship and sustainability for the organization including timely accounts payable;
- Facilitate, prepare for, and attend annual audits and implement any audit findings;
- Provide financial reports to the Board of Directors, Rock Hill School District 3, and other agencies as mandated by law and relevant policies; and
- Inform the Board of Directors of general fundraising needs and requirements.

Compliance - The Executive Director/Principal is directly responsible for ensuring that the school is in compliance with all federal, state, and Rock Hill District 3 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 Rock Hill School District 3, South Carolina 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;
- 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 all relevant and prudent school policies and related procedures.

External Relations - The Executive Director/Principal 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 various school and community events;
- Nurture positive relationships with all community leaders including donors, elected officials, business owners, and residents of Rock Hill and York County;
- Maintain positive relationships with and explain and clarify information received from various agencies including Rock Hill School District 3, South Carolina Department of Education, and other trade and governing bodies;
- Work with the Board of Directors 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 Executive Director/Principal 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;
- Strong strategic thinking and planning skills, with an ability to manage multiple concurrent projects and priorities effectively;
- Exceptional communication skills with an ability to motivate staff, parents, donors, volunteers, community leaders, and other school stakeholders;
- 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 within an educational environment;
- 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;
- Demonstrated commitment to working with children, volunteers, parents and community members;
- A Masters degree in Educational Administration or other advanced professional degree strongly preferred;
- At least 8-10 years of professional experience, preferably within the K-8 education sector;
- A valid administrative or educational credential or license;
- Previous experience within a charter school environment is highly desirable;
- A valid driver's license;
- Ability to pass background checks conducted by SC Law Enforcement Division and SC DSS Central Registry of Child Abuse and Neglect.

Compensation: Negotiable and commensurate with experience and qualifications.

Additional Benefits: In addition to salaried compensation, the following benefits are offered to Executive Director/Principal:

- Insurance coverage for employee and immediate family;
- Contributions to SC state retirement;
- Annual increase at same percentage as the Rock Hill School District 3. District increases are considered but could be more if The Palmetto School Board feels appropriate and funds are available;
- Two weeks paid time off in addition to regular school holidays.

Application Instructions:

Interested applicants should submit the following materials in a single PDF file to the attention of The Palmetto School at CAH Search Committee at palmettoschoolcah1@gmail.com:

- Letter of intent including summary of specific qualifications that match this job description and The Palmetto School mission and vision;
- One page statement of educational and leadership philosophies;
- Current Resume or CV; and,
- Names and contact information for three current, professional references.

This job posting will remain open for thirty (30) days.

The Palmetto School at CAH 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).

About The Palmetto School at Children's Attention Home:

The School was founded in 2004, is sponsored by the Rock Hill School District #3, and serves students in grades kindergarten through 8th. The student population varies between 15-35 students.

The School *Mission* is to provide individualized education in a safe and nurturing environment that promotes academic and personal growth as well as career and college readiness for at-risk youth who are facing adverse challenges.

The *Vision* of the School is to promote a small student body that provides individualized and small group instruction which is rigorous, engaging and differentiated. The largest percentage of students comes from the residents of the Children's Attention Home, first and foremost. Because time spent at the School varies from student to student, while at the School, students will progress academically and achievements of all size will be celebrated. Innovation and flexibility is encouraged among the faculty in order to best meet the needs of children coming from a variety of life experiences.

The School strives to provide a state of the art college and career readiness curriculum that focuses on teaching the whole child. The focus of our School is based on four instructional values: student engagement, individualized instruction, school climate and culture, and curriculum rigor.

The School has a small student to teacher ratio. With that it is able to place considerable emphasis on teaching the children the appropriate behavioral skills needed for them to flourish as students. Our School is considered to be a compassionate school where teachers have received extensive training in Positive Behavior Intervention Supports and Trauma Informed Care.

The School employs three full-time teachers and one part-time teacher. In addition, there are faculty in the areas of special education, behavioral intervention and fine arts.

The School also has been designated as an *Arts in Basic Curriculum and Distinguished Arts Program* school that integrates the arts to help students improve their learning and heal from life traumas and situations. The School is also considered a STEAM school (Science, Technology, Engineering, Arts and Math). Most of the Fine Arts Staff are volunteers that have served our School for the past six years.

The School is a 501(c)(3) non-profit entity.