



Esperanza Cyber Charter School (ECCS) has an immediate full-time opportunity for a **Chief Executive Officer (CEO)** to lead our cyber charter school.

ECCS prepares students in grades Kindergarten through 12 to meet the challenges of living creatively and productively in an increasingly technologically sophisticated and interconnected world. ECCS will provide students with an academically rigorous, yet flexible, online learning program that tailors learning experiences to each child through a combination of curriculum choices and virtual and in-person tutoring and counseling. Students will explore career directions that coincide with their interests and strengths beginning at the earliest ages and will begin career-oriented majors starting with the middle grades. ECCS is targeted toward under served and at-risk students who have not always found success in traditional schools. ECCS places students on a pathway to post-secondary success.

The Chief Executive Officer (CEO) works at direction of the Board of Directors and oversees the fiscal, educational, and operational areas of the Esperanza Cyber Charter School (ECCS). The CEO is responsible for ensuring that the public charter schools' academic programs and operations are successful and faithful to the terms of their charters. The CEO is responsible for both sustaining and improving the culture of high academic excellence, operational efficiency/effectiveness, charter compliance, and continuous quality improvement at ECCS. In addition, the CEO will collaborate with Esperanza, Inc. leadership and other school leaders to provide leadership and execute the vision and strategic direction for ECCS.

Essential Functions

School Leadership

1. Accept leadership accountability for continuous improvement and implementation of the mission, vision, goals, values, and policies of ECCS and ensure alignment with Esperanza, Inc. organizational-wide strategy and vision.
2. Represent and communicate on behalf of ECCS at authorizing agencies, local school districts, local and state government agencies, and business partners, as directed by the Board.
3. Maintain a visible and accessible presence to the schools' families and the local communities.
4. Ensure legal and ethical integrity in ECCS. Supervise and direct ECCS's day-to-day activities and affairs.
5. Recruit, manage, evaluate, provide leadership to, and inspire the ECCS team, including school leadership and directors.
6. Stay current on best practices in education, instructional programs, and charter school operations.
7. Execute all decisions approved by the Board.
8. Understand that authority resides with the Board, corporate bylaws, Articles of Incorporation, charter agreements, state and federal law.



9. Participate in interactive, on-site meetings during normal business hours and on a regular basis

Communication

1. Provide responsive and anticipatory communication with transparency, trust, and integrity understanding that this is an institution funded by the taxpayers and thus all corporate employees are “public servants” in the best meaning of the term.
2. Provide the Board with regular updates of the schools’ activities regarding curriculum implementation, board directives, and fiscal matters.
3. Provide timely communication out to the Board, staff, local community, local school districts and state and federal agencies.

Strategic Planning

1. Work with the Board, Esperanza, Inc., and the ECCS leadership team to create, refine, and implement a strategic plan that develops a stable, sustainable school promoting the success of ECCS and the stakeholders it serves.
2. Assist the Board Chair in the development of Board agenda.
3. Attend all Board meetings.
4. Provide guidance to the Board and assist in decision-making.
5. Work with the Board and ECCS leadership and ensure collective responsibility for building a unity of purpose, communicating a common vision, and creating a positive organizational culture.

Human Resources

1. Collaborate with Esperanza HR and the ECCS leadership team to strategize, develop, and implement plans for staff development, staff participation in decision making, and establishing career paths within the organization.
2. Oversee the development and execution of consistent and fair workplace policies and procedures, including employee relation procedures in consultation with Esperanza HR.
3. In collaboration with Esperanza HR, oversee staff recruiting, training, and the development of hiring practices.
4. Oversee and develop evaluation protocols for all teachers, school-based employees, and administrative staff in consultation with Esperanza HR.
5. Directly manage, recruit, and evaluate the ECCS leadership team.

Operations and Finance

1. In conjunction with Esperanza, Inc., oversee all corporate operations including budgeting, accounting, human resources, contract management, and compliance.
2. Work with the Board to set economic objectives, financial, and accounting policies.



3. Implement the corporate Financial Policy and Procedure Manual, and recommend updates, as necessary.
4. In coordination with Esperanza, Inc. manage facility acquisition, maintenance, and renovation efforts.
5. Provide, in conjunction with the Esperanza Finance team, financial reports to the Board, county, state, and other agencies, as required.
6. In conjunction with Esperanza Development, provide direction for maintaining and seeking new funding sources for ECCS.

School Climate

1. Preserve and promote the vision, mission, core values, and culture of the ECCS charter school community.
2. Value and support public charter education as one alternative in public-funded education.

Academic Performance

1. Make student-centered decisions that ensure equitable education for all students.
2. Promote the success of all students and support the efforts of the Board to keep ECCS focused on learning and achievement.
3. Develop academic goals and performance benchmarks with instructional leaders.
4. Leverage the relationship with Esperanza, Inc. to create academic opportunities and synergy with ECCS students.
5. Execute sound performance management of instructional leaders to ensure student achievement gains are being realized.
6. Build a high-performing, consistent, data-driven culture in the school.
7. Ensure that academics, school culture and climate, community engagement, and external partnerships are positive, effective, and tightly aligned to the organization's mission and goals.
8. Demonstrate knowledge and understanding of ECCS education practices and policies within the state and encourage best practices in the school.

Relationship Management

1. Maintain a positive image of Esperanza, ECCS, and our schools.
2. Build a strong, positive relationship between ECCS and its governing board, Esperanza, Inc., employees, charter school families, and the broader community.
3. Lead funding and development efforts for ECCS.

Professional Development

1. Engaging in appropriate studies and activities to improve professional competence
2. Attending required staff meetings and serve, as appropriate, on staff committees

3. Participating in appropriate local, state and national professional meetings, conferences, and conventions
4. Keeping informed of the latest research trends and developments in pertinent areas of position.
5. Continuing to grow professionally through collaboration with colleagues and professional growth experiences
6. Perform such other duties as may be assigned by the Board Chair.

Desired Knowledge, Skills, and Abilities

- Understanding of Esperanza, Inc.'s mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Extensive knowledge of the theories, principles, and concepts of education, curriculum development, evaluation, and educational coaching.
- Analytical skills to examine student test data and make recommendations for improvement in curriculum and teaching, and advancing student success
- Demonstrated success in leading and managing efficient and effective school operations
- Understanding of developing/implementing creative and innovative educational strategies in an urban K-12 cyber school environment
- Excellent coalition building skills, negotiation skills and ability to navigate a complex political environment
- Demonstrated ability to lead by example and create a positive work environment, a culture of transparency, high expectations, and continuous improvement.
- Effective writing skills
- Ability to work in a team structure – demonstrating ability to collaborate and contribute to the team's work.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, teachers, parents, school administrators, and the general community
- Ability to follow-up and follow-through with strong attention to detail.
- Knowledge of and expertise in utilizing available technology such as Microsoft Office software, educational-related software, database, and effective web-based learning activities.

The successful candidate will have:

- 5+ years leadership experience at an urban K-12 school level;
- Prior experience in managing and leading high performing teams, schools, school districts, private schools or non-education organizations including strategic development and operations; experience driving academic success, curriculum development, and instructional coaching; experience in an educational administration role in a public or charter school environment is required; experience in a cyber school setting is preferred.



- BA/BS degree from an accredited college or university with a concentration in education, or other related field of study is required. Master's degree in education or a related field of study is preferred.
- Educational administration license and/or Principal Certification is preferred.

ECCS offers a comprehensive employee health & wellness benefits program. Salary is commensurate with experience. ECCS's school office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should email a cover letter and resume to Exude, Inc. attn: Edwina White at: recruiting@exudeinc.com and indicate **ECCS-CEO** in the subject line.

For more information, check us out at: www.esperanza.us

EOE