**POSITION ANNOUNCEMENT**

# Superintendent, Lake Wales Charter Schools Inc. Lake Wales, Florida Date Posted: September 13, 2021

**Lake Wales Charter Schools:**

Lake Wales Charter Schools Inc. is a nonprofit charter system that consists of four conversion elementary schools, two traditional startup middle schools, and one conversion high school.

Created to be high-quality education to the Lake Wales community, the System was established in 2003. The System's student enrollment is approximately 5,000, generating consolidated revenues of $57 million.

# Job Summary

The purpose of this position is to be the Superintendent of and provide leadership for the Lake Wales Charter Schools (the “System”) operations and the delivery of all services to facilitate the best possible educational programs throughout the System. The candidate will be required to perform all duties, obligations, and responsibilities required of the System's Superintendent as outlined and defined in the Lake Wales Charter Schools By-Laws and Policy Statement.

# The Essential Duties

* Interacts with parents, outside agencies, businesses, and the community to enhance understanding of the System's initiatives and priorities and elicit support and assistance
* Active involvement with the greater Lake Wales community
* Work and active involvement with the community, constituents, and foundation on all fundraising effort for the System
* Establishes and maintains rapport with the Board of Trustees by maintaining open communication keeping the Board informed of potential problems or unusual events
* Prepares and coordinates the assembly of the Board meeting agenda for all regular and special meetings
* Coordinates the daily management of all System programs and operations
* Coordinates the assembly of the Executive staff and leadership meetings and develops the agenda for all such meetings
* Coordinates investigation of all alleged incidents of employee misconduct and ensures reporting of such misconduct to appropriate local, state, and federal agencies as appropriate
* Coordinates all budget preparations
* Coordinates short- and long-range planning related to all Systems programs and operations
* Coordinates the staff's efforts in all legislative concerns at the community, state, and Federal level
* Assists school principals in all matters related to the administering and managing of their school
* Attends all Board meetings and scheduled Board workshops
* Coordinates the implementation of programs, philosophy, and policies of the System to staff, students, and the community
* Works closely with the Principals to support school improvement initiatives and processes
* Disseminates information and current research to appropriate personnel to evaluate the feasibility of implementation
* Keeps well informed about current trends and best practices in areas of responsibility
* Facilitates the development, implementation, and evaluation of staff development activities provided in assigned areas
* Promotes and supports professional growth for the staff
* Develops annual goals and objectives consistent with and in support of the Board's goals and priorities
* Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues
* Coordinates annual performance appraisals of all employees
* Prepares or oversees the preparation of all required reports and maintains appropriate records
* Serves on councils or committees as appropriate at the Federal, state, or community level
* Represents, consistently, the System positively and professionally.
* Performs other duties as assigned

# Minimum Requirements

* Master's degree or higher from an accredited educational institution, education-related degree preferred
* Minimum of Ten (10) years of successful administrative experience, with at least seven

(7) years in leadership and administration in public schools preferred

* Knowledge of federal legislation and Florida Statutes as they apply to charter schools, including Florida Education Finance Program (FEFP), budgeting, fiscal planning, the Florida Administrative Procedures Act, the Sunshine Law, and Florida assessment and accountability
* Must maintain domicile/homestead residence in the greater Lake Wales area, within six

(6) months of employment and possess a valid drivers' license

* Qualifications may vary from the above requirements to such a degree as the Board determines necessary and appropriate

# Abilities, Knowledge & Skill

* Requires the ability to display knowledge of local, state, and federal statutes, policies, and procedures that impact education
* Requires the ability to communicate effectively with a variety of audiences, both orally and in writing
* Requires the ability to facilitate groups to consensus
* Requires the ability to display knowledge of conflict resolution strategies
* Requires the ability to display knowledge of effective school concepts and principles
* Requires the ability to balance several job functions at one time and work under an extensive workload
* Requires the ability to work cooperatively with other departments and agencies
* Requires the ability to analyze statistical data for trends and standard performance in various programs and develop strategies for improvement

# Term of Employment and Salary

The Superintendent serves at the pleasure of the Board of Trustees on a negotiated contractual agreement. The Board of Trustees will negotiate the salary based on comparable experience.