

Position Title: Director / Chief School Administrator (CSA)

Salary Range: Competitive compensation & benefits package

Reports to: The President and the Board of Directors

Status: Full time

School Size: 288 students; 29 teachers; 33 staff

To Apply: Send resume to: directorsearch@ecsnj.org

General Summary: Elysian Charter School is a progressive K-8 school in Hoboken, NJ. The Director/CSA serves as both the superintendent of the Local Education Agency and the Principal of the school.

Scope of Responsibility: The management responsibilities of the Director/CSA extend to all school activities, educational program phases, financial operations, physical plant and duties assigned by the Board. The Director/CSA may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

Key Areas of Responsibilities:

1. Academics, Instruction & Culture
 2. Staff Recruitment, Supervision & Development
 3. Community
 4. Operations, Finances & Compliance
 5. Relationship with the Board of Trustees
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Knowledge, Skills and Abilities:

- Understanding of and commitment to the educational philosophy of our school.
 - Strong interpersonal skills and ability to establish and maintain effective working relationships with culturally, ethnically and socio-economically diverse groups of stakeholders (teaching and administrative staff, students, parents, Board of Directors, outside contractors and community organizations).
 - Demonstrated leadership and management skills.
 - Ability to motivate and support staff to create a collaborative team culture with a shared decision making approach.
 - Superior organizational and administrative skills. Ability to handle many responsibilities simultaneously.
 - Understanding of school budgeting and ability to manage school's financial operations.
 - Flexibility and ability to promptly handle unanticipated situations or emergencies as they arise.
 - Excellent communicator able to express oneself clearly, effectively and persuasively in oral and written form.
 - Strong personal commitment to ongoing learning and growth.
 - Understanding of the responsibilities and functions of a volunteer Board of Directors.
 - Understanding of inclusive approach to special education.
 - Demonstrated experience in the design and management of curriculum, instructional practices, teacher development.
 - Knowledge of and experience with facilities management; working knowledge of all applicable regulatory requirements.
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Education, Certifications and Experience:

Required:

- The director must be eligible for Principal or Chief School Administrator (CSA) certification in the State of New Jersey. Preference will be given to certified CSA candidates.
- Must pass NJ Department of Education fingerprinting background check
- At least a Master's degree in Education, Education Administration or related field
- Seasoned professional with administrative and teaching experience
 - At least 5 years of previous administrative and leadership experience in a school, district or comparable setting
 - At least 5 years of previous teaching experience
- Experience working with a variety of age levels (K-8)

Considered a plus:

- 10+ years of experience in teaching
 - Experience as a Principal, Director or equivalent; significant experience at the Assistant Principal level
 - Previous leadership role in a smaller school
 - Charter school experience
 - Direct experience with progressive education
 - Experience in professional staff development
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Note: The statements herein are intended to describe the general nature and level of work performed by employee, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.