Educators for Quality Alternatives

Executive Director

Job Description

Position Summary The Executive Director is the executive officer for Educators for Quality Alternatives and its associated schools and programs. The ED leads the organization's development, provides strategic, cultural and instructional leadership, and oversee management of the day to day operations of the organization. The ED manages the school principals directly and is responsible for inspiring, supporting, and holding accountable school teams to insure high quality and effective programming for students.

The Executive Director is responsible for:

- ✓ Providing inspiring and effective leadership for the school leaders, operations team, staff, students, and the wider community
- ✓ Ensuring high standards of achievement for each and every student, school, and program
- ✓ Developing an organizational and school culture that is supportive, orderly, responsive, and transformational
- ✓ Managing staff and systems to provide exceptional support for students, families, teachers and staff
- ✓ Leading continual cycles of organizational and school improvement and growth
- ✓ Overseeing the financial and operational stability of the organization and each school

Detailed Responsibilities

Providing inspiring and effective leadership for the school leaders, operations team, staff, students, and the wider community

EQA values servant leadership and looks to the Executive Director to model this value and to continually strive to improve his/her practice as an educator, leader, and community member.

Ensuring high standards of achievement for each and every student, school, and program

✓ Develop systems and train staff to implement effective instructional strategies

✓ Develop systems and train staff to insure individualized, scaffolded and responsive plans and support for each student

✓ Monitor for rigorous and relevant classroom and outside of classroom experiences

✓ Drive mastery and performance based assessment and daily formative assessment cycles

✓ Structure consistent, data driven scheduling, promotion and intervention practices

✓ Insure schools achieve the required objectives of the Orleans Parish School Board, Louisiana School Accountability Program and the federal "No Child Left Behind" program

✓ Insure compliance with all other applicable state, federal, and local laws and best practices

Developing an organizational and school culture that is supportive, orderly, responsive and transformational

✓ Have faith in the potential of each student to enter and succeed in and beyond EQA as manifest through high expectations of achievement and behavior for all students

✓ Align students, staff, and families around the organization's values and approach

✓ Champion the use of trauma-informed practices and restorative approaches to insure a community where all individuals can thrive

✓ Promote research based behavior development systems and behavior inclusion strategies that ensure consistent norms of orderly, respectful behavior while specifically supporting struggling students develop skillfulness as appropriate for a theraputic setting

✓ Insure student support system which addresses students' academic and behavioral struggles holistically and involves parents and all relevant staff

✓ Build a motivational and aspirational organizational and school culture through transformative relationships, exposure to opportunities and a strong sense of belonging

The responsive and effective management of people and systems to support students, parents, teachers and staff

✓Recruit, select, support and manage talented, aligned and effective staff

✓Develop staff through collaborative planning, inquiry, training and professional development, coaching and mentoring, observations and feedback

✓ Build mutually supportive relationships with parents and partnerships with external organizations

Leading strategic school improvement and development

✓Set goals and align resources, staff, and initiatives to achieve the goals

✓Design and implement a culture and the accompanying systems of continual data review, reflection, and improvement

✓Produce organizational and school reviews, including analysis of student achievement data

✓Insure the organization is responsive to city-wide and community needs and priorities

Overseeing the financial and operational stability of the organization

✓Develop and manage the annual organization and school budgets

✓Analyze and control expenditures with an understanding of the relationship between school objectives and the budget process

✓Ensure proper financial controls

✓Oversee food service, transportation, facilities, data management, information technology, contracted services

✓Ensure a safe and healthy environment for staff and students

✓Manage risk with sensitivity to liability issues

✓Complete all reports as required by local, state, and federal sources

Position Requirements:

- Passion for improving educational opportunities for urban students and for building a strong, mission-driven organization
- Commitment to Educators for Quality Alternative's mission, vision and growth
- Ability to bring vision and order to difficult and unchartered situations and effectively and innovatively problem solve
- Excellent communication, interpersonal and people management skills
- Experience with and commitment to developing trauma-informed communities and supporting students with serious and complex needs
- Demonstrated record developing programs and managing staff to effectively raise student achievement in non-selective urban schools/education programs
- 5+ years experience teaching at risk students in a non-selective, open admissions urban environment

- 5+ years leadership experience in a school
- MA or MEd (Preferred)

Position reports to:

- Educators for Quality Alternatives Board of Directors

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Education

Harvard University Graduate School of Education, Cambridge, MA — June 2006
Master of Education, 2006 Intellectual Contribution Award
Focus on Education in Communities Affected by Crisis

Bryn Mawr College, Bryn Mawr, PA — May 2000
Bachelor of Arts, magna cum laude
Universidad Católica & Universidad de Concepción, Chile — 1998-1999

Experience

Educators for Quality Alternatives, New Orleans, LA — 2008-Present
Co-Founder & Executive Director: Developed non-profit, designed and submitted proposal for, and opened and led two alternative high schools (The NETs). Advocate for alternative schools and students. Responsible for the development, execution, and management of the organization's mission and vision.

The NET:Central City and The NET:Gentilly, New Orleans, LA — 2011-2018
Principal: Responsible for all academic, cultural, staffing, financial and operational aspects of two innovative high schools for students who have dropped out of or been expelled from other schools. The schools provides students with an individualized path to graduation supporting their academic and behavioral growth through research-based practices such as restorative approaches, project-based learning, and professional internships.

Teachers' College Columbia University, New York, NY — 2015- Present
Clinical Faculty: Principal Intern Coach: Coach principal interns through their year-long practicum. Provide leadership, curriculum, school culture, and teacher development coaching; review principal intern projects and papers; and provide support and troubleshooting during practicum.

FirstLine Schools, New Orleans, LA — 2008-2011
Director of Talent Management and Human Resources: Ensure the recruiting, development, and retention of highly skilled and aligned teachers, school leaders, and staff. Responsible for the development, implementation, and on-going refinement of systems and practice in each of following areas: job design, recruiting, performance management, professional development, recognition strategies, compensation, benefits, and human resources.

The New Orleans Charter Science & Mathematics High School 2006- 2008

Director of Student Services: After evaluating school needs, developed the Department of Student Services to promote positive school culture and provide comprehensive support to students, families and teachers. Supervised staff of five including the school disciplinarian and social worker. Managed and evaluated department data. Served on principal's four-member administrative team. Position included community development, social services and crisis intervention, behavior and attendance management, family engagement, nutrition, health, student admissions, and community and public relations.

Andinet International School, Addis Ababa, Ethiopia 2005

Interim Assistant Director: Acted as the only link between Ethiopian and International teaching staff, student families and the owner/director of a new elementary school. Created and implemented student, family and staff policies, procedures and manuals. Organized and facilitated a Parent-Teacher Association. Ran weekly staff meetings and trainings to facilitate interaction among culturally diverse staff. Assisted with staff evaluations and hiring. Wrote website and other publications for potential students, staff and donors.

Impact Services, Philadelphia, PA 2001-2005

Teacher: Responsible for all academic instruction at agency's intensive YouthBuild USA program serving low income 16-24 year olds who dropped out of school. Formalized program structure, improved enrollment and retention and significantly increased success rate for students obtaining GED's. Created a holistic curriculum designed to assess and support students as individuals. YouthBuild USA Teachers Fellow 2003 and 2004.