

Executive Director

Prospect Academy is a new school designed for students with learning differences. The school will be located in Arvada, Colorado, and will open Fall 2021. The primary focus of the school is serving students who have diagnoses of autism, dyslexia, dyscalculia, dysgraphia, Attention-Hyperactivity Deficit Disorder (ADHD), and other learning differences.



Prospect Academy

The Executive Director of Prospect Academy of Colorado will utilize his or her knowledge of learning and behavior to create an optimal environment for the growth of all people at the school. The Director will have a sense of urgency to accomplish and enact the mission and vision of Prospect Academy using executive level organizational management skills. Further, the ED will use and encourage a data-based decision-making framework applied across school processes and relationships.

The Executive Director is accountable to the Board of Directors and is responsible for the critical operations of the school. Because Prospect Academy of Colorado is a new school, systems and policies will need to be developed and approved by the Board of Directors. Growth of the school will happen quickly requiring significant attention to financials, the facility, and fundraising. As Executive Director, he or she will be responsible for staffing, hiring, and all administrative functions within the school. As the leader for the school's positive behavior support plan, he or she will need to lead all people positively and proactively. The ED will also have a supervisory role for a caseload of IEPs but will work collaboratively with the Academic Director to accomplish this goal.

Qualities needed for success:

- Have an understanding and excitement about the population of students attending Prospect Academy
- Demonstrate a deep understanding of learning and behavior
- Create and foster an environment where people only speak positively regarding students and student performance
- Have a growth mindset and cultivate it among others
- Ability to create a problem-solving process for student and staff achievement
- Desire to communicate effectively with parents, partners and the community
- Ability to create cross sector partnerships

Executive Director Duties and Responsibilities:

- Collaborate with teachers, parents and students to provide the best education for each student and assist them in their academic and professional goals

- Execute the goals and policies approved by the Board of Directors
- Support the Board and its Committees; ensure regular reporting of activities
- Hire and participate in other employment activities for department directors, instructors and secondary staff members to create a dynamic team
- Supervise the Academic and Counseling Programs and oversee the management of the IEP caseload
- Ensure the school remains in compliance with CSI, state, and federal special education law, including reporting on performance indicators
- Establish curriculum guidelines in collaboration with academic director and school district, and ensure that guidelines are met
- Leadership and oversight of school's disciplinary processes
- Develop and monitor a 5-year budgeting plan, ensuring regular reporting to the board of directors so they can effectively oversee the fiscal health of the school
- Manage the school facilities, ensuring systems are operating efficiently
- Be a leader in fundraising activities
- Ensure compliance with all Charter School and School District regulations
- Be the face of the school in the community and ensure a respected reputation
- Build cross sector partnerships with key stakeholders to support the growth of the school

Executive Director Qualifications:

Required:

- Master's degree in education, nonprofit management or field relevant to the work described, doctorate preferred
- 3-7 years' successful experience as a principal, vice principal or equivalent executive position leading an organization with a proven track record of positive evaluations, organizational financial health, and organizational growth under leadership
- Excellent written and verbal communication skills
- Proven problem-solving skills

Preferred:

- Special Education administrator license or equivalent experience
- Proven track record of working with children with challenging behaviors and crafting positive, proactive solutions
- Experience in working with legislative and authorizing policy makers
- Familiarity with Precision Teaching
- Coursework or training in conflict management

The Executive Director reports to the Board of Directors

Salary Range: \$90,000-\$105,000, depending on experience.

Benefit package includes Medical, Dental, Vision and Retirement, as well as paid time off.

Opportunity for professional development reimbursement.

Apply at: applyProspect@gmail.com Please include a cover letter, your resume, and three letters of professional recommendation.

Learn more on our website at <https://prospectacademyco.org/>.

Application deadline: **February 2, 2021**