

School Director

Roles & Responsibilities

Staff Management

The PPOS School Director will direct staff responsibilities through delegation, support, and encouragement through uncertainty and risk while carrying out the vision, mission, goals and objectives of Pagosa Peak Open School.

- Job descriptions exist for every position.
- Written Duties and expectations of each position have been well communicated both in writing and verbally
- Chair the hiring committee to interview and hire staff. Recruit and develop strategies to retain highly qualified staff.
- Compensation Plan including Merit and Bonus Details and matrixes
- Develop and implement an effective staff evaluation system and perform regular evaluations of all staff.
- Train, coach and assist staff to develop and advance skills, reach their potential and address performance deficiencies.
- Develop an inclusive staff development program to address individual and organizational capacity.
- Staff development around individual is each teacher's professional development plan.
- Develop school development plan to meet regulatory needs and requirements.

Student and Program Management

The PPOS School Director will develop and implement Pagosa Peak Open School programs and services as needed to achieve the mission and vision of the school. The Director will provide leadership and direction toward building the capacity for teachers, students, and communities to flourish in a shared environment conducive to school success. In so doing, they will foster a learning environment that is free of racism, sexism, and other forms of discrimination — achieving a learning environment which values personal and cultural diversity, and celebrates achievement of excellence.

- Enforce school policies and monitor student behavior and attendance.

- Support advisors to develop a curriculum that best meets the needs of Pagosa Peak Open School students and achieves desired outcomes.
- Oversee the design and implementation of a collaborative evaluation process that will provide ongoing information about program effectiveness.
- Direct the evaluation and revision of instructional programs and curriculum.
- Monitor school achievement of mission and vision.
- Create a safe environment that enables and encourages open dialog about issues and multi-cultural methods to engage the learning styles of all students.
- Work with staff to address disciplinary problems and concerns. Develop and implement policies and procedures to define, communicate, encourage, monitor and enforce expectations for student behavior.

Organizational Leadership

The School Director will enforce federal, state, local and school laws and policies related to Pagosa Peak Open School programs, personnel, safety, finances and other aspects of the school. The will also oversee preparation of records and reports required by school, local, state and federal mandates. Finally, they will lead Pagosa Peak Open School toward long-term sustainability by providing insight, intuition, vision, new methods and technology; encourage innovation and cultural adaptation. It is expected that the school director will provide leadership in the development of positive and collaborative relationships in all sectors of the school and community.

- Oversee development of internal processes for effective management and control of the school's resources.
- Provide leadership in defining, communicating and achieving the mission and vision of Pagosa Peak Open School.
- Work collaboratively with the School Board and staff to develop an ongoing strategic planning process to achieve the mission of Pagosa Peak Open School. Identify long- and short-term goals and strategies to achieve them.
- Create partnerships with other education institutions.
- Keep the board fully informed on the condition of the organization and important factors affecting the organization.

Finance

The PPOS Finance Committee will oversee the fiscal health of the school by working in conjunction with the Business Manager and Director in the following areas, with final approvals being made by the Board. Once overall budget is approved, Business Manager and Director will have mutual discretion to carry out the budget. Both must agree on expenditures not directly specified in the approved budget; in the case that there is not agreement, items will be forwarded to the Finance Committee for consideration.

- Director will aid in revenue forecasting, budget development, planning, and allocation
- Develop a strategic financial plan that reflects the educational priorities of the school and sustains fiscal health and stability.
- Follow set policy in regard to purchase orders
- Monitor expenditures in relation to the Board-approved budget and to assure that fiscal activities comply with federal, state, and local agency requirements.

Human Resources

The School Director will oversee the administration of compensation, benefits and performance management systems, and safety and recreation programs. The Director will identify staff vacancies and recruit, interview and select applicants for Hiring Team review. Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits. The School Director will perform difficult staffing duties, including dealing with understaffing, refereeing disputes, terminating employees, and administering disciplinary procedures. As applicable, determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.

The School Director — working in collaboration with the Business Manager and Finance Committee — will contract with vendors/consultants to provide student services, such as food service, transportation, and special education. Modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements, with board approval. Maintain records and compile personnel-related personal employment records.