

Sierra Nevada Academy Charter School (SNACS)  
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[www.snacs.org](http://www.snacs.org)

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Office of Administration, Job Description // Evaluation System

## **Executive Director/Chief Executive Officer**

### **General Purpose of the Position**

Under the direction of the SNACS Board of Governance, and in collaboration with the Educational Director for SNACS, the Chief Executive Officer shall execute, direct, plan, develop, or supervise the organizational aspects for the charter school in accordance with policies prescribed by law and the Governing Body to ensure effective operation. This position will involve the responsibility for the school's overall success and coordination to address measurable school/student outcomes.

### **Essential Duties and Responsibilities of the Position**

Provide leadership, daily management, and ensure compliance and accountability for all organizational related activities including but not limited to:

1. Organizational Planning and Management – Leads, directs, plans, develops or supervises the implementation of the mission and vision of the charter and charter school board, systems analysis, future pacing, policy and procedures, department development, and lead effective change. Promote foresight into future needs of the organization and plan for scenarios in light of educational and business change.
2. Educational Program Planning – Works in consultation with the Educational Director to lead, direct, plan, develop, or supervise the implementation of all education related activities, charter compliance, future pacing, and long-range plans for the educational program.
3. Business Management - Leads, directs, plans, develops or supervises the acquisition, negotiation, and implementation of contracts and risk management to meet the needs of the school community and assure compliance.
4. Financial Management – Leads, directs, plans, develops or supervises budgeting and planning, financial transactions, auditing, resource, fundraising, donations, and grants acquisition and management.
5. Sponsor, State, and Community Relations – Develop and engage in positive working relationships with the extended charter school community such as WCSD sponsor, Nevada Department of Education, Nevada Legislators and Public Officials, the Nevada Charter School Council, the Nevada Leadership Team, the Federal Charter Schools Program Coordinator, and other associated agencies as necessary. Oversee all reporting and auditing for sponsor and state agencies to ensure compliance.
6. Board Relations - Develop and engage in positive working relationships with the SNACS Governing Board. The Executive Director reports to board at least quarterly on progress of all business and financial, organizational and planning, and legal matters of charter school. In consultation with the Board President, the Executive Director leads, directs, plans, develops or

supervises the coordination of all board correspondence, agenda items, and provides direction and communicates to the board on all school related matters. The Executive Director ensures compliance of all board adopted policies, procedures, and directions.

7. Personnel and Human Resources - Leads, directs, plans, develops or supervises all hiring/firing of non-certified personnel, provide recommendations regarding certified personnel, human resource related issues, insurance, job descriptions, evaluations, and professional development activities.
8. School Community Relations - Leads, directs, plans, develops or supervises the climate and culture to ensure the environment is conducive to the charter intent, promote events that facilitate a positive school culture and climate, instill a positive sense of school community in others, and promote a climate of professional collegiality and life long learning and includes various stakeholders in decision making where appropriate.
9. Public Relations and Marketing - Leads, directs, plans, develops or supervises all communication including internal/external initiatives of the school including media relations, interviews, emergency and press releases, educating others for community awareness of the charter school, act as a lobbyist for the charter school and charter school law that facilitates charter school growth, recruitment and enrollment, effective technology initiatives, communicates on behalf of the school, seeks to develop relationships/partnerships with entities or agencies that facilitate the positive growth of the charter school.
10. Facilities Management – Leads, directs, plans, develops or supervises all aspects of facility planning and expense management.
11. Legal, Charter, and Policy Compliance – Leads, directs, plans, develops or supervises all aspects of legal and charter compliance including keeping abreast of legislative issues and development, Nevada Administrative Code, Nevada Revised Statute, Regulations, Charter, and Policy compliance. Be knowledgeable and provide training as necessary to issues effecting the daily operation of the school or board compliance. Act as the Liaison with SNACS Legal Council as necessary and facilitate any interaction therein. Develop policy and procedures to ensure legal compliance for board adoption.
12. Research - Leads, directs, plans, develops or supervises all research projects conducted onsite or related to the charter school. Be knowledgeable of current research and train others as necessary in current research related to the organization and best practices for effective schools.
13. **Professional Growth - Participate in professional development activities including participation in local, state, and national organizations that enhance the professional growth of the Executive Director as related to the position and the forward direction of the charter school.**
14. **Other duties as assigned by the board or deemed necessary.**

#### **Evaluation of the Executive Director**

Per NRS 391.3127(2), the Board of Governance is responsible to conduct a yearly evaluation of each administrator in writing at least once per year. According to statute NRS 391.3127(1), each board, following consultation with and involvement of elected representatives of administrative personnel or their designated representatives, shall develop an objective policy for the objective evaluation of administrators in narrative form. The policy must set forth a means according to which an administrator's overall performance may be determined to be satisfactory or unsatisfactory. The policy may include an evaluation by the administrator, superintendent, pupils or other administrators or any combination thereof. A copy of this policy adopted by the board must be filed with the Department and made available to the commission.

Evaluation systems serve as tools to facilitate accountability, positive growth, and direction for the charter school. Evaluation tools serve to document success, establish areas for professional growth, and facilitate the effective leadership of the charter school. The board has a responsibility to be knowledgeable about leadership, including styles, skills, and qualities, as well as in the performance of the Executive Director through interaction at board meetings, site visits, and attending events, while not interfering with the daily operation of the school. Board members should engage in meaningful conversation to facilitate a positive working relationship with the Education Director. The Board of Governance should participate in goal setting, clear direction and expectations, as well as to provide support and consultation for the Executive Director, at least one time per year and prior to the evaluation period, in a designated retreat or workshop executive session forum where open dialogue is encouraged to facilitate the goals for the charter school and professional growth of the Executive Director.

The Executive Director will develop a portfolio targeting the 14 areas outlined in the job description. The portfolio will include artifacts as evidence of satisfactory performance in carrying out the duties within each of the categories. The Executive Director will provide a written narrative in the means of an Executive Summary of the portfolio to highlight goals, accomplishments, and areas of growth. The portfolio will include input from the board of governance via individual surveys completed by the board members at a specified date. The portfolio will be presented at a board meeting designated for the evaluation of the administrators where specific dialogue occurs in Executive (closed) Session. The Board of Governance will develop a final Board Summary and make a final determination of satisfactory or unsatisfactory according to NRS 391.3127(2) in an open forum board meeting. A copy of the final evaluation determination, Executive Summary, and Board Summary will be filed in the Executive Director's personnel file.

The Evaluation System will be reviewed and revised, if necessary, during the retreat or workshop for the upcoming school year. The Evaluation tool will not be changed during the evaluation period.

Board adopted 7.9.08/kr