



LAUREATE ACADEMY

CHARTER SCHOOL

Assistant Head of School

About Laureate Academy

Preparing each student with the academic skills and strength of character necessary for school and life success, Laureate Academy educates students in Jefferson Parish for rigorous high schools, competitive colleges, and professional careers.

Laureate Academy Charter School is an academically challenging, disciplined, and joyful elementary school in Jefferson Parish, LA. We were approved by the Jefferson Parish School Board in May 2015 as a Type 1 charter. Laureate Academy's model is based on the highest performing charter schools in the country, such as North Star Academy and Brooke Charter Schools.

We currently educate kindergarten through third grade students. We will add fourth grade for the 2018-2019 school year and will continue to add one grade every year until 8th grade.

Be the Assistant Head of School at Laureate Academy

The Assistant Head of School (AHOS) is responsible for oversight of the financial health of Laureate Academy, as well as community relationships and leads the Laureate team in the absence of the Head of School.

Qualifications

We will consider candidates who:

- Embody Laureate Academy's mission, vision and SCHOLAR values (Self-determination, Community, Honesty, Optimism, Leadership, Achievement, Resilience)
- Believe that there is not a more urgent task than providing an outstanding academic and character education to students from urban backgrounds
- Have a track record of producing dramatic, demonstrable student achievement gains or comparable results in their current field
- Work well within a team of high-performers
- Are goal-driven, analytical problem solvers, and embody a can-do spirit and strong work ethic
- Promote continuous improvement by being open to feedback; are self-reflective and humble
- Dedicated to improving effectiveness and efficiency of operations through collaboration, reflection, feedback, best practices, and regular assessment
- Excellent verbal and written skills
- Communicate effectively with students, families, and colleagues
- Excellent ability to work on projects independently
- Excellent ability to represent Laureate Academy to the community at large

Required knowledge, skills & abilities:

- Advanced financial strategy and planning skills.
- Significant experience in financial reporting, financial analysis and cash flow management.
- An obsessive attention to detail and follow-through.
- Strong problem-analysis and problem-solving abilities.
- Solid communication and negotiation skills.
- Ability to thrive in a fast-paced environment
- Interest and ability to work collaboratively with multiple stakeholders
- Interest in building systems and processes; ability to deal with ambiguous situations
- Bachelor's degree is required, LA State Certification highly preferred; 3+ years of work experience at Laureate Academy or another high-performing school required

Responsibilities

Fundraising, Finance & Budget

- Work with Head of School to create and oversee the school's budget, finances, and relationships with outside vendors.
- Ensures accurate and timely financial statements prepared in accordance with GAAP.
- Complete and submit Title I plan annually
- Create and present financial package for board of directors monthly
- Participate in bi-monthly finance committee meetings
- Ensures that school-based employees receive payroll and benefits in timely and accurate manner
- Fundraise at least \$60,000 per year via school fundraisers, grants, individual gifts, etc.

Community Relations

- Manages relationships with all community organizations and leads the school's efforts to partner with community leaders and organizations including, but not limited to, businesses, schools, churches, non-profits, educational organizations, etc)
- Ensure communication with after school programs which Laureate Academy scholar attend
- Lead annual student requirement campaign annually
 - Maintains thorough list of pre-kindergarten programs, head start programs, youth service programs, churches, and other community organizations with which to correspond regarding student recruitment.

School Events

- Lead planning and execution of major whole-school events, including, but not limited to:
 - Fall Fest
 - Winter Fest
 - Spring Fest
 - Four "University Nights" annually
 - Lottery
 - End of Year Celebration
- Facilitate creation and distribution of annual yearbook

Other Responsibilities

- Works with other teams to improve and build systems to support long term scalability (ex: Operations Coordinator)
- Collaborates with Head of School and other leadership team members on strategic planning, building a strong team and maintaining high quality work.
- Fill Head of School role when s/he is absent
- Lead Request for Proposal (RFP) process as needed
- Ensures school-wide compliance with health and safety laws, charter contracts, state education mandates (including staff fingerprinting), teacher certification, and all federal and state workplace regulations.

Professionalism

- Communicate effectively with students, families, and colleagues
- Collaborate with other staff members and actively participate in training, professional development and learning activities
- Work to continuously improve effectiveness in all instructional practices.
- Use feedback to make productive changes in performance
- Complete all administrative requirements by given deadlines
- Be available for minimum work hours of 7:00-5:00PM Monday-Friday, with flexibility outside of those hours as needed, particularly at the beginning of the school year

Compensation

We offer a competitive compensation package, including a salary aligned with the district scale and comprehensive health benefits.

Laureate Academy Charter School does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.

Start Date: An exceptional candidate will assume a full time role on June 25, 2018 as a part of Laureate Academy's beginning of the year professional development. The positions will remain open until filled.

Application Process:

Please submit a resume and a letter of interest stating why you would be a good fit for our school to Head of School, Claire Heckerman at checkerman@laureatecharter.org