



**La Tierra Community School**  
**School Director**  
**Job Description**  
*(Approved May 18, 2022)*

**REPORTS TO:** Board of Directors

**DESCRIPTION:**

As the chief administrator and school leader, the School Director is responsible for the successful leadership and management of the school according to the strategic direction set by the Board of Directors.

**EDUCATION, TRAINING AND EXPERIENCE:**

Education Minimum: Degree in a related field and/or equivalent combination of education, training and experience sufficient to perform the essential functions of the job. Master's degree, Professional Educator's License preferred.

Experience Minimum: 3- 5 years administrative or teaching experience or an equivalent combination of education, training and experience sufficient to perform the essential functions of the job.

*The following list of major duties and responsibilities may not fully represent the exact responsibilities of any one School Director. There may be additional different elements of the job which are not included in this list.*

**ESSENTIAL JOB FUNCTIONS:**

- Oversees and implements the vision and mission of La Tierra Community school.
- Serves as the primary figure in establishing a school culture based on organizational mission, vision, and strategic direction.
- Ensures that the operation of the school meets the expectations of its stakeholders, Board, and charter issuing and government regulatory authorities.
- Makes executive decisions that enhance overall school climate and sustainability.
- Supports the Board's effective governance and fiduciary responsibilities.

## Leadership:

- Develops organizational goals and objectives consistent with the vision, mission, and strategic direction of the school.
- Communicates school information, goals, student learning and behavior expectations to all stakeholders by using effective communication techniques.
- Fosters transparency and solution-oriented approach, by creating a trusting, collaborative, open, and positive atmosphere amongst staff and stakeholders.
- Participates in professional development for leadership and keeps the learning community up-to-date with state compliance and new standards for education.
- Oversees development and implementation of a school-wide improvement plan that supports and ensures students success.
- Oversees support and supervision of all administrative and educational staff.
  - Recruits and screens applicants and supervises the hiring of all personnel.
  - Processes, trains, supervises, and evaluates administrative and educational staff including educational assistants, school counselor, educational specialists, and classified (support) staff in accordance with school standards, timelines, and procedures.
  - Processes instructional staff and ensures supervision, training, and evaluation by Academic Program Coordinator in accordance with school standards, timeline, and procedures.
  - Develops and schedules staff professional development opportunities that are aligned with the school mission, vision, and strategic direction
- Develops, monitors and modifies approaches to school-wide discipline protocol.
  - Recommends policies and develops procedures for the discipline of students that comply with A.R.S. 15-843.
  - Monitors staff implementation of discipline protocols and arranges professional development opportunities to ensure consistent disciplinary approach on all levels.
  - Develops and implements systems to monitor behavioral progress of all students.
- Supports the Board's effective governance and fiduciary responsibilities.
  - Participates in the strategic planning process by proposing relevant priorities and implementing key annual action plans that align with the school's multi-year strategic plan.
  - Participates in monthly board meetings; prepares monthly administrative reports; participates in preparation of meeting agendas and supporting materials; develops recommendations for Board consideration that combine the best interest of students and the needs of LTCS with the focus and directions the Board desires.
  - Acts as a professional advisor to the Board of Directors in all aspects of the school's activities.
  - Fosters effective teamwork between the Board and the Director and between the Director and staff.

- Drafts policies for the approval of the Board and prepares procedures to implement the organizational policies; reviews existing policies on an annual basis and recommends changes to the Board as appropriate.
- Serves as the staff's primary liaison to the Board, bringing updates, concerns, recommendations, and resource requirements to the Board's attention in a timely manner.

### **Climate and Culture:**

- Establishes a culture that is safe, academically rigorous, socially stimulating, and intellectually challenging for students and staff.
- Serves as the school's key spokesperson and primary face to the internal and extended school community.
  - Displays ethical and professional behavior in working with everyone who communicates or is associated with the school.
  - Nurtures positive relationships with all community leaders including donors, elected officials, business owners, and residents of Yavapai County
  - Maintains positive relationships with and disseminates and clarifies information received from various agencies including ASBCS, ADE and other trade and governing bodies.
  - Oversees the organization's website, electronic communications, and social media properties to present and protect the school's brand.
- Develops strategies that sustain a successful staff and encourage student retention.
  - Creates a culture of excellence, teamwork, professionalism, and collaboration amongst the staff, teachers, students, and families.
  - Celebrates students and staff achievements through a range of highly visible strategies.
  - Encourages and supports parent engagement, participation and active contribution within the school.
- Implements and supports strategies that integrate all stakeholders in school-wide programs, projects and activities.
  - Provides regular communications with families and other stakeholders
  - Plans and attends various school and community events.
  - Oversees the volunteer program.
  - Facilitates open town halls, free parent workshops and community engagement events.
  - Supports and promotes community and fundraising events and grant opportunities.
- Provides for a safe, orderly, and productive learning environment ensuring the safety and security of all students, staff, visitors, and public property.
  - Develops, implements, and reviews annually a school-wide emergency response plan and safety procedures and protocols.
  - Develops, implements, and reviews annually appropriate standards of student behavior, performance, and attendance.

- Ensures an orderly learning environment by holding students and staff accountable to school-wide discipline and safety protocols.

### **Operations:**

- Oversees all administrative programs, services, and activities to ensure that program objectives are met.
- Oversees school-wide technology (including planning, support, and all other administrative aspects.)
- Manages facilities including custodial, maintenance, and food service operations ensuring the school's facilities meet health and safety requirements.
- Vendor management including physical supplies and required services
- Ensures community outreach and routine fundraising activities
- Manages school records. Maintains confidentiality and keeps records in a secure, locked system
- Manages school resources and keeps them secure
- Reviews expenses, attendance, enrollment, and status of accounts payable and receivable with weekly office staff meetings
- Ensures compliance with all local, state and federal funding sources and regulations.
- Files all necessary reports, claims, and forms to charter issuing authority (ASBCS), Corporate Commission, and other regulatory bodies in a timely manner.
- Establishes a system of basic control to ensure safety of assets of the organization, to ensure reasonable segregation of duties and monitors critical processes to ensure proper functioning (this might be accomplished with interface with accountant and auditor).
- Answers inquiries about school programs and performs school tours.
- Supervises attendance procedures, enrollment, transfer, discharge, and readmission process for students and the preparation of related records and files.
- Supervises student medication dispensation and injury reports.
- Oversees disciplinary actions concerning students and staff.
- Oversees creation and implementation of duty schedule and annual school calendar.
- Serves as charter representative to ASBCS

### **Accounting/Finance**

- Works with the Board and accountant to develop the annual budget.
- Manages annual operations budget ensuring fiscal stewardship and sustainability for the organization.
- Manages payroll duties including processing timesheets; submitting to accountant, distributing live checks and pay stubs, maintaining files of direct deposit checks, timesheets, etc.
- Reviews reconciling date and bank statements monthly.
- Attends monthly financial meetings with the board delegate and accountant.

- Informs Board of general fundraising needs and requirements and works with Board to establish fundraising goals, cultivate donors, and secure charitable contributions.
- Develops, supports and promotes fundraising events, tax credit drives and grant opportunities.
- Develops and implements recruitment, marketing, communications, and promotional strategies as may be necessary to continue attracting a diverse and sufficient student population.
- Maintains accurate reports for tax credits received annually, submits reports to the state.
- Facilitates, prepares for, and attends annual audit and implements any audit findings. Provides audit summary to Board in a timely manner.
- Prepares online paperwork for contracted accountants to ensure timely payment of accounts payable.
- Oversees vendor management.
  - Ensures procurement of physical supplies and required services.
  - Manages vendor files and financial binders including but not limited to AP forms, Debit detail, AP vouchers vendor receipts and receipts for purchase.
  - Maintains excellent relationships with vendors.
- Reviews, signs and sends quarterly tax forms

## **Human Resources**

- Reviews annually current HR system and policies, student records, family and staff handbooks, and staff job descriptions.
- Ensures legal hiring and termination procedures and prepares necessary documents to hire, upgrade, terminate or authorize special payments to staff in a timely manner.
- Ensures compliance with state requirements for employment such as FCC by tracking dates and notifying employees if they need updated information.
- Ensures staff certifications and fingerprint clearance cards are up to date and valid.
- Maintains employee files related to employment including but not limited to Payroll summaries, Federal and state employment tax reports, Timesheets, and employee files.
- Collects completed timesheets 2x/month and completes PAF and submits to contracted accountant 2x/month to ensure accurate and timely payroll distribution.
- Complete PAR and submit to the accountant as necessary to maintain current wages and employment status of employees.
- Protects the school, employees and board by ensuring all prudent insurance policies are in place at sufficient levels.
- Completes necessary paperwork as requested including but not limited to family leave act, workers comp, and unemployment compensation.
- Assists in arranging substitute teacher coverage to ensure staff absences are covered in a timely manner.
- Manages Prescott College work-study students timesheets and necessary documentation through Prescott College website.