

THE CLASSICAL ACADEMY (TCA)  
POSITION DESCRIPTION

<b>TITLE:</b> President	<b>DEPARTMENT:</b> Cabinet
<b>DATE:</b> December 12, 2022	<b>FLSA Status:</b> Exempt
<b>Work Year:</b> 260 Day Calendar Year	

The Classical Academy (TCA) is seeking an executive level position to lead TCA and work with cabinet level executives and a governing Board of Directors, overseeing a charter school consisting of seven elementary and secondary level programs on three campuses, 3600 students, 1800 families, 460 staff, and an annual budget exceeding \$30M. Founded in 1997, TCA seeks someone who will lead TCA in continued long-term academic and administrative excellence.

**GENERAL STATEMENT OF DUTIES:**

The President serves as the face of TCA and leads TCA in accomplishing its Mission, in living out its Core Values, and establishing a thriving environment for students.

**ORGANIZATIONAL RELATIONSHIP:**

Reports to TCA's seven member School Board and executes all roles and directives assigned thereby. Coordinates school-wide leadership teams and supervises members of the Cabinet to include Director of Academic Services, Director of Human Resources, Director of Finance, Director of Operations, as well as the Advancement Officer, Communications Director, Executive Assistant and Special Assistant to the President.

The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The description may not include all functions performed by incumbents. The TCA Board reserves the right to modify or change the roles, functions, and/or duties of this position at any time.

**ESSENTIAL JOB FUNCTIONS:**

**Board/Community Relations and Culture/Character Leader**

- Communicates frequently with the Board of Directors to ensure mutual alignment with TCA's Core Values
- Provides subject matter expertise to guide Board-directed decisions
- Builds community and maintains TCA's culture by seeking relationships and regular interactions with TCA, staff, parents, students, and community members at events/activities and daily school functions
- Servant leader and team builder with TCA's various constituent groups, to include the Board, Cabinet, and Academic Leadership Team
- Embodies TCA's Mission and its Core Values and inspires all stakeholders (students, parents, teachers, staff, Board) via personal example, communication, persuasion, and direction
- Ensures that programs and services offered by TCA contribute to TCA's Mission, are consistent with TCA's Core Values, and are aligned with the priorities of the Board

- Understands and is committed to ethical behavior and business practices and ensures that the behavior of the TCA Administration is consistent with these standards and aligns with TCA's Core Values
- Preserves the integrity of TCA's Core Values

### **Strategic Leader**

- Establishes appropriate organizational structures and objectives via strategic planning to consistently achieve TCA's Mission and Core Values
- Understands the Board Strategic Plan and creates and accomplishes congruent implementation plans
- Plans for TCA's future and long-term stewardship through ongoing analysis of TCA's strengths, weaknesses, opportunities, threats, and financial resources
- Monitors metrics to measure the success with which TCA's policies, procedures, and initiatives are implemented and communicates those metrics and degree of success to the Board

### **Academic Performance and Educational Philosophy Leader**

- Ensures both short-term and long-term academic excellence at TCA
- Understands and embraces the principles and application of a classically-oriented education
- Ensures that TCA recruits, retains, and develops high-quality staff who align with TCA's educational philosophy (whole-person focused, relationship-based, classically-oriented, and idea-centered)
- Safeguards TCA's commitment to developing students into exemplary citizens

### **Organizational Management and Operational Leader**

- Provides strong operational leadership while effectively implementing TCA Board policies
- Clearly understands and maintains lines of governance and operational authority between the Board and President
- Informs the Board promptly of all information necessary for the Board to govern effectively and efficiently including internal or external issues that affect TCA
- Identifies and evaluates risks to TCA's people, property, finances, and image and implements measures to mitigate risks
- Confirms the operational functions of each campus and program are carried out in a safe, orderly manner
- Ensures compliance with all laws, regulations, and Charter requirements applicable to TCA's operations
- Ensures review of existing policies on an annual basis and recommends changes to the Board as appropriate

### **Financial Leader**

- Oversees TCA's financial matters and practices to guard both short term excellence and long-term viability
- Prioritizes resources in order to balance staff compensation needs with infrastructure requirements while maintaining small class sizes
- Assures TCA operates within budget guidelines
- Optimizes fundraising for TCA

### **Communications Leader**

- Oversees development of effective communication channels among all TCA stakeholders

- Serves as TCA's official contact with external organizations such as Colorado Department of Education (CDE), Academy School District 20 (ASD20), and other governmental, legislative, and professional organizations

#### **Staff Leader**

- Prioritizes staff compensation and maintenance of a positive and productive work environment
- Oversees implementation of human resources policies, procedures, and practices
- Manages the hiring process and performance appraisals of staff reporting directly to the President

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree (minimum) Master's Degree or higher (preferred)
- Ten years leadership and business/management experience preferred
- Direct experience with educational leadership, charter schools, and classically-oriented education preferred
- Demonstrated performance excellence as an organizational CEO, with experience managing a multi-million dollar budget desired

##### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Committed to the highest personal and professional ethical standards
- Able to pursue, establish, and maintain positive working relationships
- Strong organizational, motivational, and team-building abilities
- Exceptional communication, persuasion, and morale-building skills
- Excellent understanding of people and ability to assess strengths and weaknesses
- Excellent interpersonal, conflict resolution, and listening skills
- Fair, reasonable, and genuinely cares for others
- Creative problem solver, strategic thinker, and visionary
- Adaptable, flexible, and able to be effective in a changing work environment
- Can delegate authority

##### **SCOPE OF INTERPERSONAL CONTACTS:**

- Board members
- Administrators
- ASD20 staff
- Teachers and support staff
- Parents and students
- Professional organizations, other charter schools, and local leaders
- Colorado Department of Education

##### **WORK ENVIRONMENT:**

- Work is generally performed within a standard office or meeting environment however, non-standard workplaces such as school events is expected
- Required to work normal business hours in a standard work week plus evening, weekend, and/or overtime hours as required to accommodate Board meetings and TCA events at multiple campuses and off-site locations
- Frequent sitting and use of computer equipment, office equipment, and writing utensils
- Frequent car travel between campuses required

### **PHYSICAL DEMANDS:**

The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all inclusive.

- Typical demands require the employee to:
  - Frequently use eye, hand, and finger coordination to enable the use of a computer, other office equipment, and writing utensils
  - Spend majority of work hours sitting and ~~occasionally~~ intermittently stand, walk, or drive while performing job duties.
  - Frequently be involved in verbal and auditory interaction both interpersonally and through communication devices
  - ~~Occasionally~~ lift/carry burdens weighing up to 30 lbs.

### **COGNITIVE FUNCTIONS:**

The following are some of the cognitive functions commonly associated with this position. They are included for informational purposes and are not all-inclusive:

The staff member may be required to analyze, communicate, compare, compile, compute, coordinate, copy, evaluate, instruct, negotiate, synthesize, reason, and use interpersonal skills.