



Bright Water Elementary School

Charter School Director

Start Date: July 1, 2018

The School: Bright Water Elementary is a free K-6 public charter school located in North Minneapolis that serves children from all over Minneapolis and the surrounding suburbs. We share a mission, vision, and facility with our sister school, Bright Water Montessori, a tuition based, non-profit preschool program serving children ages 16 months to 5 years old. Together we are an inspiring community of students, teachers and families, founded on the principles of the Montessori educational philosophy.

The Opportunity: As the leader of Bright Water Elementary, our Charter School Director is responsible for ensuring the high quality, strategic growth and operational sustainability of our school. They are responsible for fully implementing and embodying our mission of providing an excellent, equitable, and social justice-oriented Montessori education in North Minneapolis.

Vision/Mission: Bright Water inspires passion for learning in an intentionally diverse Montessori community in North Minneapolis. Bright Water seeks to be an equitable, social justice-oriented community without an achievement gap. Bright Water is inspired by the educational philosophy of Dr. Maria Montessori and sets high expectations for all children. In partnership with parents, we guide children to develop their individual gifts while preparing them for life in a cooperative community and a changing world. We nurture independence, a love of learning, cooperation, creative thinking, and respect for self, others and the environment.

Ideal Candidate: The right person relishes the chance to put their strategic leadership and management skills to use in an organization deeply committed to creating strong education options and outcomes in North Minneapolis. They are an amazing leader of people with a track record of building systems, raising money, and forging strong relationships and networks across diverse communities and cultures. The ideal candidate believes that all children can achieve high outcomes regardless of background or circumstance; is a passionate driver of equity and diversity; and is willing to do whatever it takes to ensure all of our students are on the path to academic and social success.

Reports to: The Charter School Board of Directors

For more information, or to submit a cover letter, resume, and salary requirements, email search@brightwatermontessori.org

JOB DUTIES AND RESPONSIBILITIES

The Director will be responsible for showing accountability and compliance in each of these areas:

Academics

In the area of Academics, the Director will:

- Oversee, evaluate, and support Bright Water Elementary's Director of Montessori Education, whose responsibility it will be to develop and implement an excellent Montessori education program for Bright Water's elementary charter school.
- Oversee assessment and reporting of student progress.
- Ensure compliance with all state reporting in the area of academics
- Ensure compliance with all Federal, State, and Local laws and mandates, including those pertaining to Special Education and students with IEP's or 504 plans.

Governance

In the area of Governance, the Director will:

- Be responsible to and report to the Board of Directors of Bright Water Elementary.
- Be responsible for the institution's consistent achievement of its mission and financial objectives.
- Attend all Board meetings and serve as Ex Officio officer to the Board of Directors
- With the chair of the board, develop agendas for meetings, so that the board can fulfill all its responsibilities effectively.
- See that the board and the chair are kept fully informed of the condition of the school institution on all important factors influencing it.
- Ensure that all policies set by the Board are implemented and recorded for public notice.
- Support the development and growth of the Board.
- Work in partnership with Board in the reviewing and developing of school policy.
- Coordinate and lead the school community in a Strategic Planning process.

Finance

In the area of Finance, the Director will:

- Ensure the flow of funds permits the institution to make steady progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
- Oversee, in conjunction with the Finance Committee, Bright Water's budget and tracking of the budget.
- Work with Bright Water's accounting firm in timely and accurate recordkeeping and financial reporting to the board, the state and our authorizer.
- Work with Bright Water's financial consultants to prepare for its financial audit.
- Work with the Finance Committee to research, develop and implement sound fiscal policies and procedures.
- Ensure all expenditures adhere to board policy and comply with any applicable state or federal law.
- Oversee, in conjunction with the Finance Committee, and coordinate the financing of and expenditures related to our current facilities and/or the purchase of a new building.

Fundraising

In the area of Fundraising, the Director will:

- Identify the fundraising and financial development needs of Bright Water Elementary.
- Develop and implement a fundraising plan that supports the growth and development of Bright Water Elementary.

Operations

In the area of Operations, the Director will:

- Maintain a climate that attracts, keeps and motivates top quality people—professional and volunteer.
- Supervise, evaluate and support the Director of Montessori Education, the Office Manager, the Food Service staff, the Receptionist, and other support staff.
- Contract with any outside personnel needed for general operations and technical support.
- Ensure the development and implementation of personnel training and development plans and programs that will provide the human resources necessary for the achievement of the institution's mission.
- Oversee and coordinate operations and upkeep of the physical plant.
- Develop and maintain a positive working relationship with our landlord, Our Lady of Victory.
- Oversee and coordinate the general organization of the school, in regards to the school's office, the way the school tracks information, etc.
- Oversee data reporting to the state and to the federal government.
- Work closely with the Preschool Director to streamline operations between the two schools in order to increase elementary efficiencies and create cost-savings for or provide an added value to the elementary school.
- Work closely with the Preschool Director to maintain the contractual integrity of staff who may serve both institutions, such as the Director of Montessori Education, the Office Manager, and the Receptionist.
- Work closely with the Preschool Director to maintain the school's shared vision and mission, while ensuring the operational and fiscal integrity of the charter school as defined by state law, the Minnesota Department of Education, and our Authorizer.

Authorizer Relationship

In the area of Authorizer Relationship, the Director will:

- Annually review and understand our charter contract with ACNW.
- Ensure all aspects of our Charter agreement are met.
- Assist with and/or lead in future charter contracts.
- Ensure accurate and timely reporting or providing of requested and/or required documentation (epicenter)

Communications

In the area of Communications, the Director will:

- Facilitate a safe and welcoming environment for all parents and families, keeping lines of communication open and encouraging parents to participate in the life of the school, while also clarifying lines of communication for families whose children attend one or both schools.
- Work with the Preschool Director to organize weekly communications to our school communities.

Community Building

In the area of Community Building, the Director will

- Work with the Preschool Director to increase our presence and visibility in the broader Northside community.
- Represent Bright Water Elementary in the North Minneapolis Community and serve as a liaison with the charter school sponsoring organization.

Equity

In the area of Equity, the Director will

- Be a champion for racial, social, economic and gender equity at Bright Water Elementary
- Foster regular discussions about equity with staff, teachers, parents, and the Achievement Leap Committee.

THE DIRECTOR IS RESPONSIBLE FOR COMPLETING OTHER DUTIES AS ASSIGNED BY THE BOARD OF DIRECTORS.

QUALIFICATIONS

Desired Qualifications

- Bachelor's degree
- Passion to advance the Montessori philosophy in an elementary school environment.
- Experience working in low-income communities, and in particular working with children from low-income backgrounds to achieve exceptional results.
- A proven track record of success in building and/or managing a complex organization or enterprise (e.g., a high-performing school, a successful non-profit or for-profit organization)
- Experience administering a charter school, preferably in Minnesota.
- Knowledge of charter school best practices at the local and national level.
- Familiarity with the local political, educational and philanthropic landscape.
- Fundraising and development experience is beneficial.
- Experience leading and managing the work of others.
- Experience managing large organizational budget.
- Nonprofit management within education and/or social justice areas are encouraged to apply.
- Graduate degree in nonprofit management, education or business.

PERIOD OF EMPLOYMENT

Contract for the first year will be a one-year renewable contract.

SALARY & BENEFITS

- Competitive Salary
- Other benefits and leave as directed by Board policy

TO APPLY

For more information, or to submit a cover letter, resume, and salary requirements, email search@brightwatermontessori.org

Bright Water is an Equal Opportunity Employer
www.brightwatermontessori.org