



HERITAGE CLASSICAL ACADEMY

CEO/Superintendent Job Description

Heritage Classical Academy (HCA) is a nonprofit organization applying for a charter with the state of Texas to open a school, beginning with grades K-1, in 2024. The mission of Heritage Classical Academy is to provide a focused classical education to a diverse community of primary and secondary scholars by developing their knowledge to a state of wisdom and character to a state of virtue and by preparing them as well-educated citizens and leaders for the next generation of America.

Summary: The CEO/Superintendent is responsible for the further development and implementation of Heritage Classical Academy's mission, goals, and strategic direction and all educational, operational, financial, managerial, and programmatic aspects of the organization. The CEO/Superintendent reports directly to the Board of Directors and works closely with the Board, the staff, and its external partners to implement the charter contract with fidelity. The CEO/Superintendent is responsible for hiring and managing all teachers and other school staff. The CEO/Superintendent is the academic leader whose overarching role is to set high expectations for all students and maintain the integrity of the school's culture and effective learning environment, accomplishing this by overseeing every aspect of the school's daily instructional and academic functions. The CEO/Superintendent has primary responsibility for reaching enrollment projections and advancing the organization's fundraising goals and meeting its funding targets. In addition, the CEO/Superintendent manages critically important relationships with the Texas Education Agency and government officials and is responsible for ensuring the school is compliant with all city, county, state, and national regulations. The CEO/Superintendent will set the example for all students, teachers, and staff to maintain a constant atmosphere of civility, trustworthiness, respect, and concern for one another. The CEO/Superintendent will be the liaison with the Hillsdale College's Barney Charter School Initiative (BCSI).

Salary plus benefits: This will be a salaried, exempt position with a 12-month work schedule with three-weeks paid vacation in July and other holidays following the school schedule. Salary will be set annually on a performance-based schedule. Initial salary is negotiable depending on qualifications and experience. Full-time employment will commence upon receiving a charter contract from the Texas Education Agency in September 2023.

Responsibilities:

Leadership

- Implementing and evaluating the school's mission and goals, reporting regularly to the Board of Directors.
- Maintaining a school atmosphere of academic excellence, civility, trustworthiness, respect, fairness, and equality.

Instructional

- Planning, implementing, and evaluating the school instructional program based on student needs and the Texas Essential Knowledge and Skills (TEKS).
- Setting instructional priorities and goals.
- Ensuring alignment of curriculum and instruction with the TEKS and the BCSI guidelines and the charter contract.

- Ensuring that the needs of special education, gifted and talented, EL, ESL and bilingual students are met and that the school complies with all state regulations regarding these students.
- Ensuring that all academic components of the school's charter are achieved.
- Serving as the liaison with Hillsdale College's Barney Charter School Initiative.

Administrative

- Recruiting instructional faculty and staff for the school as needed.
- Planning, implementing, supervising, and evaluating all other programs, i.e. athletics, extra-curricular, co-curricular, after school.
- Determining staffing needs and recruiting, selecting, supervising, developing and evaluating school instructional personnel, Chief Financial Officer (CFO) and Chief Operations Officer (COO), and other staff.
- Managing state assessment procedures and compliance.
- Reporting instructional employee appointment or dismissal to the Board of Directors.
- Overseeing and managing the finances of the school, ensuring the school is operating within budget and providing regular reports to the Board of Directors with the CFO.
- Overseeing the proper academic record keeping processes.
- Overseeing and managing the work of consultants and contractors to ensure proper execution of all agreements and timely delivery of services.
- Maintaining records such as but not limited to student test scores, attendance records, overseeing IEPs, and all other reports as needed for efficient operation of the school and compliance with federal, state, and local requirements.
- Enforcing the policies and procedures of the organization as set by the Board of Directors, including the student code of conduct.
- Developing and implementing school rules and regulations in keeping with the policies and procedures.
- Attending and participating in meetings of the Board and its committees.
- Maintaining knowledge of state charter school laws, city facility regulations, and any grant requirements from federal or philanthropic grants.
- Ensuring the enrollment projections are met and all lottery procedures meet state laws.

Development and Partnerships

- Developing and executing, in conjunction with the Board Development Committee, an annual fundraising plan to secure funds required for ongoing operations of Heritage Classical Academy.
- Developing collaborative partnerships with new and existing stakeholders to develop and implement the school's education plan.
- Developing new relationships with local, national, and regional foundations and community development agencies to ensure that the work of Heritage Classical Academy is well known and that appropriate support for Heritage Classical Academy is generated.
- Serves as liaison between Heritage Classical Academy and the larger community, representing Heritage Classical Academy at governmental forums, local community board meetings, and professional conferences and meetings.

Required skills, experience, and abilities:

- Master's degree
- Candidates must have a solid understanding of classical education and a dedication to the liberal arts.
- At least four years of progressively responsible positions in school leadership.
- Teaching experience at the K-12 or college level.
- Strong interpersonal and communication skills, including clear writing and compelling presentation skills.
- Ability to attract families to enroll their students in the school.
- Strong financial and business background: ability to read, understand, and manage financial statements and budgets.
- Ability to build a capable team within the school and with other partners and constituents of diverse backgrounds in the public, private, and nonprofit sectors.
- Ability to manage multiple priorities and tasks simultaneously.

- Ability to use MS Office including MS Word, Excel, and PowerPoint.
- Texas certification as either school principal or educational leadership required within the first year of employment.

Desirable skills, experience and abilities:

- Ph.D. or Ed.D.
- Experience leading or being a part of a start-up school or other organization.
- Ability to develop and execute three- to five-year strategic plans.
- Successful record and proven ability to raise funds from public, private, and individual constituents.
- Good relationships with Texas philanthropic organizations and the Texas Education Agency.
- Knowledge of accounting software and order processing software.

Desirable personal qualities:

- Self-motivated and proactive
- Energetic, enthusiastic and optimistic
- Flexible and adaptable
- Solution-oriented and creative
- Excellent work ethic
- Political savvy
- Strong attention to detail
- Passionate about improving opportunities for children and families living in poverty.

Interested, qualified applicants may submit the following documents:

- Cover letter stating why you are interested in the job position and why your skills, knowledge, and experience are a good match for the job.
- Resume
- At least two written letters of recommendation
- At least three references with contact information including email addresses.

For further information and to submit your application email Stuart Saunders at:

Stuart Saunders
 Heritage Classical Academy
 602 Sawyer Street, Suite 720
 Houston, TX 77007
 sdsaunders@missionheights.net

A Board Search Committee will work with an Executive Search Firm to review applications, interview qualified candidates, and then present the finalists to the full Board. Applicants may be required to submit additional information such as work product samples during this process.

The CEO/Superintendent selected will need to be available for an interview with staff from the Texas Education Agency and the State Board of Education sometime in May and June of 2023 (dates to be announced). Full-time employment will commence in September 2023 if and when the school receives its charter contract from the Texas Education Agency.

The organization is an equal opportunity employer. The organization is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The board commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, gender identification, national origin. or disability. All decisions regarding employment shall comply with applicable state and federal laws.