

Executive Director
Eugenio Maria de Hostos Charter School
Rochester, NY

Organizational Background

Established in 2000, the [Eugenio Maria de Hostos Charter School](#) (EMHCS) currently serves 840 students in Kindergarten through 11th grade. EMHCS will add grade 12 in the next school year and celebrate its first graduating class in the spring of 2020. The mission of EMHCS is “to create a safe and nurturing community of learners where students earn the Seal of Biliteracy (English and Spanish), learn to advocate for social justice, and are prepared to enjoy and access what the world has to offer.”

Eugenio Maria de Hostos is an urban school with two campuses located approximately a quarter mile from each other. The school has a full-time staff of 150 and more than 75% of the student body is considered economically disadvantaged. English language learners comprise approximately 20% of the school’s total enrollment, and students with special needs represent 8% of the total enrollment. Seventy-one percent of EMHCS students identify as Hispanic and 26% identify as Black or African American. The majority of students have roots in Rochester’s large Puerto Rican community. As one of the oldest charter schools in the state, and with an 18-year history in the community, EMHCS is generally well known. The State University of New York Board of Trustees (SUNY Trustees) authorize the school to operate largely free of the restrictions of traditional district schools in exchange for greater autonomy. 2018-19 is the fourth year of the school’s current five-year charter term. The organization is financially strong. The school is fortunate to have a Board that is invested in the ongoing success of the school and is committed to completing the addition of the 12th grade. Additional or renovation of existing facilities will be needed to keep up with the expansion to a four-year high school.

Position Summary

The Executive Director is “the public face” of the school in the community and, as such, works to develop relationships with organizations and individuals which are important in terms of the school accomplishing its mission and fulfilling its strategic priorities. As “the public face” of EMHCS the ED is also responsible for working with the Board on raising funds for the school. The ED supervises two principals and the administrative team.

The Executive Director (ED) reports to and works closely with the Board of Trustees. Under the direction of the Board of Trustees, the Executive Director leads all aspects of the school acting as an agent of the Board, provides information and input to the Board, manages school business and develops fundraising strategies. He/she provides leadership in developing, implementing and assessing EMHCS’s educational program and accountability goals. The Executive Director assures compliance is being maintained with all laws, regulations, and standards that apply to the school.

Responsibilities

Development and External Relations

- Represent Eugenio Maria de Hostos Charter School in the community, with the state, the district, and other external stakeholders.
- Manage the external representation and image of the Eugenio Maria de Hostos Charter School.
- Lead development efforts to raise needed funding for the school. A capital fundraising campaign for new facilities may be pending.

Strategic Planning

- Work with the board of trustees and instructional leaders to develop a strategic plan.
- Oversee the allocation of resources to drive the best balance between financial, operational and academic concerns.
- Oversee performance of the elementary school principal and the secondary school principal.

Culture Development

- Preserve and promote the Eugenio Maria de Hostos Charter School mission with associated core values, philosophy and culture.

Human Capital

- Develop an overall human capital strategy.
- Oversee school level human capital development efforts including: recruiting, training and evaluating school principals and the development of hiring practices, policies and evaluation protocols for all teachers and school employees.

Operations and Finance

- Oversee school operations: budgeting, accounting, human resources, contract management.

Compliance

- Work with outside counsel to support the legal needs of the school.
- Manage facilities acquisition, maintenance and renovation.

Academic Performance

- Develop academic goals and performance benchmarks with instructional leaders.
- Execute sound performance management of instructional leaders to ensure student achievement gains are being realized.
- Build a high performing, consistent, data-driven culture across the school.
- Develop reporting tools that provide a true and relevant gauge of students' progress to the board, and that is congruent with school's stated overall achievement objectives.

Professional Requirements

- Ability to communicate proficiently, orally and in writing, in both English and Spanish.
- Superior relationship management skills, including with both external and internal stakeholders.
- Minimum 5 years of experience in managing and leading a high performing organization, including strategic development and operations.
- Bachelor's degree, with Master's degree preferred.
- Prior experience in an educational setting preferred.
- Experience in professional fundraising. Capital fundraising experience helpful.
- Passion for education reform and a commitment to serving children in underserved communities.
- Authentic and transparent leader with high integrity.
- Entrepreneurial drive and proven track record in launching new ventures or major initiatives.
- High energy

Compensation

Salary competitive and based upon experience.

Benefits include:

- Competitive Health and Dental Insurance Rates
- Life Insurance / Accidental Death / Short-Term Disability, paid by the school
- New York State Teacher Retirement
- 403B Investment Plan
- Sick Days
- Personal Days
- Paid Holidays and Recess Weeks

Statement of Non-Discrimination

Equal Employment Opportunity

The School is committed to Equal Employment Opportunity with respect to all employees and applicants for employment. The School prohibits discrimination against anyone, for any reason, including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfer, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs. This policy prohibits discrimination against anyone, for any reason, including, but not limited to: race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status, domestic violence victim status, marital status, sexual orientation, predisposing genetic characteristics and genetic information, and any other status protected by law. In addition to the above, creed, arrest records, genetic predisposition or carrier status and participation in lawful activities outside the workplace are protected classes in New York.

Application Process

Submit cover letter and resume to Don Harkins, The Moran Company. [**APPLY NOW**](#)