



## **JOB DESCRIPTION**

### **Chief Executive Officer (CEO)**

#### **Organization Summary:**

Independence Charter School West (ICS-West) is a community-based K-5 public charter school of academic excellence, located in Southwest Philadelphia and serving a diverse community of learners. ICS-West provides an intellectually-stimulating curriculum with a global focus designed to develop independent, thoughtful global citizens. We emphasize second language acquisition and integrate arts, ideas, and histories from around the world.

ICS West opened its doors in August of 2016. It has grown, adding one grade each year, and will continue to expand until reaching full enrollment serving 900 students in grades K-8. The school is at an exciting juncture as it develops a middle school program, implements major facility improvements, and continues to grow and build our strong instructional program and school community. The Responsive Classroom approach to teaching and the use of trauma-informed practices are important aspects of our instructional program.

#### **Position Summary:**

The CEO serves as the school's chief administrative official, providing overall leadership and direction for ICS-West. The CEO will be responsible for driving the current strategic priorities of the organization, as well as setting the direction for the future. The CEO will also lead efforts to build greater awareness locally and beyond of the incredible work that is happening at ICS-West. The CEO will help ensure success for ICS-WEST students through establishing best in class instructional and operational programs (finance, facilities, etc.). In addition to internal leadership, the CEO will serve as a true brand ambassador, deepening existing external relationships, and building new partnerships (leaders from ICS West's sister campus, district partners, donors, education leaders, etc.). The CEO will report to the Board of Directors and partner closely with the school leadership and other key ICS-West leaders.

#### **Duties and Responsibilities:**

##### *Executive Leadership*

- In partnership with the Board and other critical stakeholders, align school-wide priorities and set an overarching strategic vision for the organization
- Uphold and support the school's commitment to its vision and values by modeling expectations at all times
- In close partnership with school leadership, provide support/guidance in the development and effective implementation of the school's instructional program leading to academic success for all students
- Establish and foster a collaborative relationship with the Board, which is responsible for managing the business and affairs of ICS-West, including attending all Board Meetings, serving as a liaison between ICS-West and the Board, keeping the Board informed of significant issues and events at



ICS-West, collaborating on key projects, and seeking advice and expertise from Board Members, as appropriate

#### *Management and Operations*

- Serve as the direct manager and partner to the school's leadership team; provide support and guidance around best practices for managing and developing the entire staff to ensure ICS-West promotes a culture of professional growth and high achievement
- Serve as a culture carrier for the organization in building positive morale
- Oversee successful performance management practices to ensure all academic and operational requirements are met
- Manage an operational budget of \$8 million, ensuring effective fiscal stewardship and sustainability for the organization
- Oversee real estate/facility planning and project implementation, including complete renovation of the middle school building and site improvements
- Understand and manage charter school law, policy, and protocols
- Manage external contracts and vendors, including but not limited to oversight of the management contract with ICS West's sister campus

#### *External Relations and Fundraising*

- Advance ICS-West's public brand by serving as an active and magnetic ambassador for ICS-West's mission and vision with key stakeholders, including representing ICS-West locally and beyond
- With support of the Board, play a central role in fostering significant donor relationships, cultivating corporate support and strategic partnerships
- Form relationships throughout the Philadelphia region (and beyond) that contribute to enriching and collaborative experiences for ICS-West's students, teachers, families
- Additional duties as assigned

#### **Qualifications:**

- Commitment to ICS-West mission and belief that all students can learn
- Ability to lead and inspire others to deliver high performance
- Strong strategic thinking and planning skills, with the ability to leverage qualitative and quantitative information in decision-making
- Ambitious and innovative mindset with a track record of translating strategy into action and delivering results
- Exceptional communicator; adept at sharing information both verbally and written in a way that resonates with a variety of audiences, both internally and externally
- Understanding of the complexity of managing school-based organizations, and the ability to communicate effectively with a full range of stakeholders involved in a school's community
- Ability and desire to work with a socioeconomically and racially diverse community with the ability to connect and collaborate across lines of difference
- Demonstrated professionalism and responsibility, and a strong work ethic
- A positive, high-energy attitude, and a drive for personal excellence
- Flexible attitude, ability to work with urgency



**Education and Experience:**

- Master's degree in Education or similar field of study
- Minimum of 10 years professional experience (preferably in a K-8 school setting) with a strong passion for advancing educational achievement
- Three (3) plus years classroom instruction experience preferred
- Extensive management experience (preferably leaders and/or educators) with a track record of success in leading and sustaining a high-performing organization
- Experience cultivating partnerships with individuals and institutions across the public, private, and philanthropic sectors
- Experience effectively managing complex budgets and the strategic allocation of resources
- Principal Certification strongly desired
- Spanish language skills strongly desired, but not required

**Physical Requirements:**

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in office space - reaching file cabinets, filing, faxing, scanning, copying, typing, mailing, making phone calls
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing
- Must be able to lift up to 25lbs on a frequent basis

**Compensation:**

Salary and benefits will be competitive and commensurate with experience.

**Application Instructions:**

Send cover letter and resume to [CEOHire@icswest.org](mailto:CEOHire@icswest.org).