



Chief Executive Officer (CEO)

Organization Overview:

Independence Charter School West (ICS-West) is a community-based K-8 public charter, 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 (Spanish) acquisition and integrate arts, ideas, and histories from around the world.

ICS-West opened its doors in August of 2016 as a K-3 and has grown, adding one grade each year, to now a K-8 with 850 students next year. Over the past 6 years, the campus has been completely renovated with the last renovations on Building D starting this summer. The school is at an exciting juncture as it graduated its first 8th grade class this past June.

Position Summary:

The CEO serves as the school's chief administrative official, providing overall leadership and direction for ICS-West. In this role, the CEO will embrace and implement the school's mission, while supporting the ongoing development and implementation of the school's vision and core values. The CEO will focus on the following:

- Work with the Board of Trustees by:
 - Participating in Board meetings as directed
 - Preparing the agenda for the Board meetings and providing detailed information on action items
 - Providing the Board with timely information and reports to support Board deliberation and decision-making
 - Examining and revising organizational structure, reporting mechanisms, and recommendations for educational programs, curricula, materials, supplies and other relevant items as necessary
 - Serving as a liaison between the school community and the Board and effectively communicating the concerns of the school community to the Board in a professional, transparent and respectful manner
 - Managing legal matters and supporting creation of Board policies
- Manage the operational budget and ESSER funds to ensure the optimal allocation of funds to support student achievement, as well as all additional financial functions
- Direct all compliance reporting including:
 - Federal Funds application, progress monitoring and reporting (Title I, II, etc.)
 - Comprehensive, Annual and Strategic Plans
 - Grant Reporting (21st Century, ESSER)
 - Reports required by the Charter authorizer, the School District of Philadelphia Charter School Office, with a focus on adherence to the charter agreement

- Provide oversight to the hiring and retention process including, but not limited to:
 - A clear screening process for applicants
 - A detailed calendar of interviews
 - An interview protocol
 - A standard form for summarizing skills and abilities
 - A protocol for determining salary
 - Support the leadership team by providing a clear process for observation, evaluation and timely feedback
 - A calendar and schedule for teacher induction for newly hired staff, and summer and year-long professional development for all staff
- Work with the Principal to:
 - Review the organizational structure outlining clear roles, responsibilities, accountabilities and goals for each position
 - Establish clear guidelines and targets for academic growth
 - Re-examining and re-aligning school climate and culture systems to support student needs
 - Reviewing, revising and implementing school management systems
 - Support the Principal with professional development and learning opportunities for leadership team members, teachers and staff throughout the school year, including summer professional development planning and execution
 - Create and implement a plan specifically focused on family engagement utilizing strategies and tools to create an inclusive and welcoming school environment
 - Ensure maintenance and expansion of student enrollment with the requirements of the charter agreement
- Manage and professionally develop all direct reports through professional learning opportunities, observation, feedback, and evaluation, including each of the following:
 - Principal
 - Director of Student Support Services
 - Operations Manager
 - 21st Century Coordinator
 - Executive Assistant/HR specialist
- Support the Foundation by:
 - Seeking fundraising opportunities and providing relevant data and details for grant applications and reports
 - Building and maintaining relationships with internal and external constituents, including charter partners, media, funders and external partners
- Oversee the remediation and renovation work on Building D beginning this summer, as well as providing oversight for maintenance of facilities and capital projects



Qualifications:

- Commitment and alignment to the ICS-West mission and a belief that all students can learn
- Understanding of and commitment to the community that ICS-West serves
- Ability to lead and inspire others to deliver high performance through authentic leadership
- Ability to build relationships and teams, foster collaboration and hold stakeholders accountable
- Strong strategic thinking, organization and planning skills, with the ability to leverage qualitative and quantitative data and information in decision-making
- Exceptional communication, adept at sharing information both verbally and in written formats in a way that resonates with a variety of audiences, both internally and externally
- 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, with a strong work ethic
- A positive, high-energy attitude, and a drive for personal excellence
- Flexible attitude, creative thinking, and 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
- Five (5) plus years classroom instructional experience preferred
- Previous experience as a Charter School Principal or Charter School CEO with a clear understanding of:
 - compliance reporting requirements and
 - supports and services for diverse learners
- Extensive management experience (preferably of leaders and/or educators) with a track record of success in leading and sustaining a high-performing organization
- Experience with hiring, onboarding, and professionally developing teachers and staff members
- Experience cultivating partnerships with stakeholders and with partners across the public, private, and philanthropic sectors
- Experience analyzing data and effectively managing a large staff, complex budgets and the strategic allocation of resources



Compensation:

Salary and benefits will be competitive and commensurate with experience.

Application Instructions:

Send cover letter and resume to icswestsearch@mosaicschoolsupports.com.