**Background**

Carolina International School (ciscomets.com) is the longest established charter school in Cabarrus County and serves more than 850 students, grades K-12. In the fall of 2014, we moved to our current campus in Concord, NC located just 10 minutes from the Concord Regional Airport. CIS was founded under the vision of international community leader Nimish Bhatt, the steadfast work of Dr. Richard Beall and efforts of the founding Board of Directors.

The mission of Carolina International School is to nurture students’ natural curiosity and joy of learning while they achieve academic excellence through a challenging, interdisciplinary, international curriculum. Our students, parents, teachers, and staff help to create a stimulating learning community that develops:

·        ​Critical and compassionate thinkers

·        Confident and open-minded communicators

·        Resourceful and responsible citizens and leaders of our local and global communities.

We strive to develop caring and compassionate students and citizens who embody those character traits most respected in every culture. Hence character development at CIS is immersed in every interaction and learning experience as a continual school-wide process. The program includes a service-learning component and actively involves parents and community leaders. ​ The values that form the core of daily relationships and interactions in our school are:

·        Respect - We will listen to each other, knowing that we have individual differences that make us unique and valuable. We will treat others as we would like to be treated.

·        Responsibility - We will accept responsibility for our words and actions.

·        Solutions - We will create a positive environment where problems are met with creative solutions.

·        Service - We will actively seek ways to help others in our school, our community, and our world.

**Essential Functions**

The Head of School is employed by and reports to the school’s board of trustees and is responsible for the overall management and operation of the school. The Head of School is the school’s primary public spokesperson and liaison. The Head of School is responsible for directly managing over 10 team members of the administrative and program management staff, such as the Principal and Finance Director, and senior leadership for over 70 staff members.

Provides leadership for the school’s fund-raising activities and programs such as the annual fund, capital campaigns, planned giving, and major events.

·        Upholds the academic and ethical standards of the school, including fostering professionalism, collegiality, and ethical conduct among the faculty and staff.

·        Provides strategic leadership and vision, anticipating trends and planning accordingly for success of school over one, three, five, and ten year goals.

·        Maintains a positive atmosphere for staff and parents, and increases overall participation from both groups.

·        Finds innovative solutions to meet needs of school community and stays up to date on school issues and trends.

·        Keeps the board informed of all matters and seeks direction from the board on new initiatives.

·        Prepares annual operating budget recommendations and implements approved budgets; exercising stewardship of school resources. Plans and executes all major capital purchases, repairs, and building projects.

·        Effectively communicates with the school community and all other parties.

·        Oversees the school safety programs including building security, emergency procedures, transportation regulations, tornado and fire drills, etc.

·       Manages in order to effectively maximize student enrollment, including annnual student lottery activities.

**Required Credentials**

Master's degree with coursework and extensive experience in education leadership, administration, curriculum and instruction, or related field and considerable experience in public administration and management, or equivalent combination of education and experience as approved by the board.

Strong leadership, planning, and managerial experience.

**Preferred Credentials**

Experience in North Carolina public schooling, charter school leadership, and/or business management.

**Knowledge, Skills and Abilities**

·       Thorough knowledge of funding sources and mechanisms for public charter schools.

·       Ability to provide thought leadership and marketing expertise.

·       Ability to provide leadership in the planning, development and establishment of new, modified and/or improved programs, services and activities.

·       Ability to motivate others to reach their fullest potential; establish and maintain effective working relationships.

·       Thorough knowledge of the practices, methods and techniques used in the public administration and supervision of all facets of a school.

·       Thorough knowledge of prescribed school board, rules and procedures; ability to communicate complex ideas effectively in both oral and written formats.

·       Demonstrated skills in the following standards of executive leadership: strategic leadership, instructional leadership, cultural leadership, human resource leadership, managerial leadership, and external development leadership.

·       Ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.

·       Ability to analyze and interpret policy and procedural guidelines, and to formulate, develop and present recommendations to resolve problems and questions.

·       Ability to analyze research/technical data and to prepare clear and concise reports based on it.

**Salary**

Competitive, based on qualifications

**Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Carolina International School is an equal opportunity employer.

**Please submit cover letter and resume for consideration prior to March 6, 2020. Anticipated start date June 2020.**