



## **Executive Director 1.0 FTE**

### **Mission:**

***The mission of Lionsgate Academy is to provide a transition-oriented and personalized learning Program focused on secondary, higher-functioning students on the autism spectrum that supports their full potential, participation, and self-determination within their school, family and community.***

To this end, Lionsgate Academy will create an educational environment that will model best instructional practice and research-based techniques so that the graduates will--to the fullest extent possible--live independently, be involved in further education or gainful employment, and develop meaningful relationships with others.

Lionsgate also focuses on teaching community-building and social skills in an emotionally safe environment that eases the deep isolation that many students on the autism spectrum experience in traditional school district settings. Through the use of personalized learning plans using a range of instructional methodologies from project-based to direct-instruction, small classes, highly trained interdisciplinary teachers, a collaborative educational model, partnerships with community organizations, therapeutic services and specialized programming, Lionsgate Academy continues to support its students in becoming fully functioning adults.

### **Job Summary**

In coordination with the Board of Directors, the Executive Director is responsible for oversight of strategic planning, financial management, communications, public relations, staff management and the overall educational program, throughout Lionsgate Academy in accordance with national, state, and school mission and guidelines. This position reports to the Board of Directors. The board governs while the Executive Director works closely with Senior Leadership to manage the Academy.

### **Responsibilities include, but are not limited to:**

#### **Strategy and Leadership**

- Embodies the vision, mission and philosophy of Lionsgate Academy.
- Accountable for the implementation of applicable State, federal and local rules and regulations.
- Collaborates to inspire respect, trust and collaboration from students, staff, parents, community members and School Board members.
- Effectively involves staff, parents and students in implementing the educational program.
- Develops long-range plans and sets goals and objectives for the School with guidance from the School Board.

### Communication

- Communicates positively and effectively with parents, students, staff, School Board members and community members.
- Exhibits positive and effective listening skills and accepts feedback from Board, staff and parents.
- Acts as an effective advocate for Lionsgate Academy in public arenas.
- Implements an open-door policy for students, parents, staff and community members, and participates in solving issues related to Lionsgate Academy.

### Financial

- Oversees the responsibilities and performance of the Business Manager.
- Develops and effectively manages operating budget.
- Adheres to budget parameters set by the School Board.
- Demonstrates fiscal responsibility with staff and community contracts.

### Curriculum

- Ensures that state and Lionsgate Academy standards are met to the best of each student's ability as indicated on his or her IEP.
- Seeks methods to meet academic needs of all students and communicates effectively with staff to see that these plans are implemented.
- Works with staff to ensure a fair and consistent grading system of academic and behavioral progress for all students.

### School Environment

- Oversees the development and implementation of school-wide and classroom environmental accommodations and adaptations:
  - Directs the implementation of a school-wide behavioral program
  - Ensures that the building is physically and emotionally safe
  - Ensures that students are receiving appropriate levels of support according to their needs

### Human Resources

- Demonstrates strong knowledge of policies pertaining to school staff and hiring practices.
- Encourages and facilitates staff professional development including training in recommended behavioral strategies.
- Handles staff conflict in an objective professional and timely manner.
- Reports staff issues and updates to the Board in a timely manner.
- Directs Cabinet in staff performance review process.

### Additional Information

- Full benefits provided
- Salary is commensurate with experience
- This is a year-round position, beginning July 2, 2012

### **Qualifications:**

#### REQUIRED

- Demonstrated success in previous leadership roles
- Administrative experience leading and directing staff
- Experience promoting cooperation and team work
- Experience building positive and effective relationships with parents
- Bachelors degree
- Excellent oral and written communication skills

#### PREFERRED

- Knowledge of and experience with
  - Special Education
  - Federal IDEA legislation requirements
  - Individuals with autism
  - School budget process
  - Charter schools
  - Minnesota State Performance Standards
- Experience leading and directing staff in a school setting
- Secondary school experience
- Graduate degree

#### APPLICATION PROCESS

Submit cover letter, resume and salary requirements to: [aotieno@lgamn.org](mailto:aotieno@lgamn.org)

For questions contact Alyssa Otieno at 763.486.5359 ext 104 or [aotieno@lgamn.org](mailto:aotieno@lgamn.org)