

# Research Triangle High School

## Executive Director Job Description

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### About Research Triangle High School

RTHS was founded in 2012 to increase access to globally competitive STEM education. We choose to do that by teaching our students that knowledge is less important than what you do with knowledge. The world is awash in information, and the wealth of the future lies in what creative and innovative application of that knowledge our graduates can apply.

We don't believe that knowledge is contained in a classroom. Our educational program leverages access to the world through both traditional and newly minted means: a blended environment that mixes the immediate attention of a smart and caring classroom teacher with digital resources that provide opportunities for students to creatively capture and process knowledge. Our goal every day is to provide engagement for students with knowledge. Our school is built around the "flipped" model of education, in which teachers deliver content knowledge outside of class so that students can practice, apply, and build on what they have begun to learn. If our lessons end where the teacher finishes, then we have not been successful.

The mission of Research Triangle High School is to increase access to globally competitive Science, Technology, Engineering, and Math (STEM) education for students and teachers across North Carolina, by incubating, proving, and scaling innovative models of teaching and learning. Our vision is to graduate young people who are prepared for college-level studies, and who have learned the 21st-century skills that Research Triangle Park-like companies seek.

### Position Overview and Responsibilities

The Executive Director of Research Triangle High School is responsible for all aspects of operating a successful charter high school in the region. The Executive Director supervises campus leadership and their implementation of successful academic and operations. Additionally, the Executive Director oversees fundraising, growth, board management, and strategic planning. Success in this role means a thriving professional and parent community that advances the mission of the organization to provide RTHS students with a world-class education.

### Campus Supervision and Leadership Responsibilities:

- Responsible for the overall academic, financial, and operational success and growth of RTHS in accordance with its mission, the needs of its students and the requirements of the Office of Charter Schools and other governmental agencies.
- Take all necessary steps to ensure that the institution operates with coordinated programs, and a commonly understood vision for academic and school culture.
- Supervise the successful implementation of academic, athletic, ethical, and other extracurricular programs best implemented for their respective campuses.
- Develop, articulate, and maintain up to date policies and procedures that are consistent with the school's mission, philosophy, and goals.
- Ensure programming seeks to impact students from all subgroups, including students of all racial/ethnic, social economic, and learning backgrounds.
- Working collaboratively with members of the leadership team, the ED must set policies for hiring outstanding persons of diverse experiences, backgrounds, and perspectives to serve as members of the faculty and administration.
- Supervise all leadership team members in their respective roles regarding employment, including salaries and contracts, job assignments and performance evaluations, record keeping, orientation, training, and compliance with all applicable laws.

- Ensure that the curriculum meets the mission of the school and must ensure that, in keeping with the collaborative philosophy of the school.

### **Business Activities (Fundraising, Legal, Commercial, and State Agencies):**

- Responsible for overseeing a successful development program that seeks out governmental, community, foundational and private partnerships.
- Collaborate with the Board in its development work regarding the advancement of the institution.
- Be responsible for the pursuit of commercial activities when available that will directly benefit the school and school mission.
- Advocate with the school's authorizer not only with regard to renewal, but with regard to pedagogical issues pertinent to the school.
- Ensure that the school meets OCS accountability requirements while remaining true to the academic mission of the organization.

### **Stakeholder Leadership:**

- Be the public face of the organization, advocating on behalf of the school with community partners and politicians (including with regard to laws pertaining to charter schools).
- Responsible for effectively communicating the organizational mission, vision, and goals to all stakeholders.
- Communicate efficiently and effectively with families regarding the school's expectations of students.
- Be responsive to the needs of families as it pertains to supporting successful participation in the school community and fulfilling the school's academic vision.
- Regularly and transparently communicate with the board and in some cases with the executive committee regarding important matters.
- Organize reports and associated materials for all key board committees in a regularly scheduled manner.
- Ensure that all board policies are carried out; shall review those policies and make recommendations for changes; shall prepare reports, respond to all board inquiries, and keep trustees informed on all aspects of the school's operation.
- Collaborate with the board in setting metrics and annual goals to ensure the success and continued growth of the school.
- Regularly report on benchmark metrics through a dashboard aligned to Key Performance Indicators.
- Inform the board about current trends and developments in education and rules and regulations of State Agencies and the Office of Charter Schools.

### **Strategic Planning:**

- Ensure that frameworks and practices are in place to ensure regular cycles of long-range strategic planning and annual goal setting that incorporates data on student performance and stakeholder feedback.
- Identify policies and procedures in need of improvement and implement necessary changes to make those policies consistent with the school's mission, philosophy, and goals.
- Collaborate with the board during the 2022-23 school year in developing a five-year strategic plan.
- Review and expand upon the school's successful operations by either broadening the reach of students impacted by the school's success, deepening the impact on students from all subgroups, and/or recruiting staff members from diverse backgrounds.

## What Makes for a Qualified Candidate?

The next Executive Director of RTHS will have a passion for advancing the school's mission with prior experience in executive leadership roles in schools. Specifically, the school is looking for:

- 5+ years of experience as a principal
- 2+ years of experience as a school executive such as Superintendent, Head of School, Executive Director, Chief Academic Officer, or other senior level school supervisory role preferably in a charter school context.
- Demonstrated results with students across diverse backgrounds with an emphasis on students of diverse racial and ethnic backgrounds, learner needs, and various socio-economic status.
- A strong desire to work alongside a community of parents and leadership from the Triangle area.
- A strong desire to work at an innovative campus with an emphasis on personalized learning, strong academic models, and the principles of STEM education.
- At minimum, the next Executive Director will have a strong understanding of the charter school context including the unique operation demands of working as an independently operated public school.

## Compensation and Benefits

The Executive Director will be compensated commensurate to executive leaders in the North Carolina Charter Context with a competitive benefits package. The salary range for this position is \$125,000-\$149,000 based on experience and demonstrated expertise in the role.

Benefits:

- North Carolina State Employees' Health Plan
- NC State 457(b) retirement plan (not state retirement pension system)
- Dental & Vision et.al. through NC Flex
- Free GoTriangle GoPass if desired

## Hiring Process

Qualified candidates will go through a rigorous series of interviews from multiple levels of stakeholders and be responsible for the development of a strategic plan to begin their leadership tenure at RTHS, the jewel of the Triangle!

## How to Apply

Please submit your resume with letter of introduction to [Tom@LBLeaders.com](mailto:Tom@LBLeaders.com).