

1230 HEAD OF SCHOOL'S DUTIES

The Head of School serves as the institutional leader of Link Community Charter School with primary responsibility for effective implementation of the school's mission. The position of Head of School at (LCCS) requires an educational leader with vision, excellent communication and interpersonal skills, and a commitment to LCCS's unique educational mission. As an integral member of a "learning community" comprised of students, families, and teaching staff, the Head of School must support shared decision making, promote collaborative leadership and require accountability from all persons within the school. As such, the Head of School must develop meaningful and collaborative working relationships with staff members so as to maximize their involvement in shaping and implementing the school's educational program, and driving student growth.

Qualifications

- Advanced degree
- Substantial experience in school leadership and/or teaching
- Excellent communication skills
- Shared vision to Link Community Charter School's mission

Responsibilities

Mission Alignment:

- The Head of School ensures that all decisions, programming and initiatives are aligned to the school's mission.
- The Head of School works to meet school wide goals and initiatives, ensuring the effective implementation of the mission.

School Culture and Climate:

- The Head of School is responsible for creating a rich environment to support positive student outcomes:
 - where the school's Core Values provide the foundation for all working relationships and guide adult and student behaviors and attitudes
 - where the school provides a welcoming atmosphere that sets the tone for learning and growth, including welcoming students each morning at the entrance to the building
 - where intellectual curiosity, high levels of student engagement, and a joy for learning permeate throughout the school



- where adults bring high expectations for themselves and all students and everyone strives for excellence in meeting those expectations and individual responsibilities
 - where the school supports the development of its staff as critical members of our community and the very people who deliver the mission each and every day
 - where objectives and goals are set to ensure the implementation of the school's mission; intense and thoughtful planning is used to achieve such objectives and goals, self-reflection and constant improvement are valued, and measurable results are achieved
 - where the school works within a broader community of stakeholders and the neighborhood to support student growth and forms partnerships to do so
 - where the programming uses best practices, while also taking risks and leading the charge to improve the educational experience for urban youth
- The Head of School is responsible for forging positive relationships and making personal connections with all stakeholders of Link, including all teaching and non-teaching staff, all students and all parents.
 - The Head of School is responsible for maintaining a strong working knowledge and understanding of all programming.
 - The Head of School is responsible for being present at all major school functions; including Back to School Night, Open Houses, monthly LPA meetings, Report Card Nights, Professional Development Programs, Opening Meetings, etc.

Students and Parents:

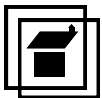
- Student Achievement: The Head of School is responsible for leading efforts to deliver strong positive student outcomes that demonstrate personal and academic growth, closing the achievement gap, and ensuring college and career readiness. The Head of School is also responsible for supporting the high school placement process and using opportunities to advocate for placements that appropriately challenge and support students.
- Student Concerns: The Head of School is responsible for supporting high level student supports, including reporting to NJDCP&P, mental health evaluations, severe student discipline issues leading to multiple day suspensions or removal.



- **Parent Engagement:** The Head of School is responsible for overseeing the development of a culture of collaboration and engagement so that parents are involved in and supportive of their children's educational experience. The Head of School is responsible for overseeing a vibrant parent orientation and ongoing parent engagement program that supports strong student outcomes, as outlined in the Charter and by the Board.
- **Special Education:** The Head of School is responsible for ensuring the school is open to and embraces serving all students, providing high level educational programs to support students with special needs, in compliance with the school's mission, New Jersey and federal law.
- **Student Discipline:** The Head of School is responsible for ensuring the school's programs and staff support a positive school culture and climate, empowering students to live the Core Values.
- **Public Relations:** The Head of School is the public relations arm of the school, providing a public face in all external communications and emergency situations. The Head of School works to increase parental and community involvement in and support for the school. The Head of School, with the Board, also oversees the development of a public relations program to meet enrollment objectives.
- **School Calendar:** The Head of School proposes the yearly calendar for Board review/revision and approval.
- **Main Office:** The Head of School works closely with the Chief Operating Officer and the Principal to ensure a welcoming and professional interface with all stakeholders on the part of the main office and to ensure efficient and smooth operations.

Staff:

- **Staff Supervision and Evaluation:** The Head of School is responsible for supervising the leadership team (COO and Principal) to ensure the achievement of stated annual goals and strategic planning.
- **Hiring:** The Head of School is responsible for recommending for hire, and rehire all employees and making decisions about non-renewals, in collaboration with the Principal.
- **Discharging:** The Head of School may temporarily discharge a staff member until the Board can convene to discuss the matter and take action. The Head of School makes recommendations for discharge to the Board.



- **Staff Handbook:** The Head of School oversees the development and revision of the staff handbook, in collaboration with the Principal and Chief Operating Officer
- **Professional Development and Orientation:** The Head of School is responsible for collaborating with the Principal to develop an orientation and professional development program, including Opening Meetings, that support the school's climate and culture and arms the adults with the skills and knowledge to best meet the school's goals and objectives.

Performance Evaluation and Program Accountability:

- **Performance evaluation:** The Head of School, with input from the Board and staff, develops standards of performance for staff and conducts performance evaluations for members of the leadership team, with input from relevant parties as outlined in the Charter,.
- **Student Assessment:** The Head of School provides vision and leadership that focuses all staff on student performance and integrates student/program evaluation into a model for continuous school-wide improvement.
- **Strategic Plan:** The Head of School is responsible for the development and implementation of Link Community Charter School's strategic plans.
- **Program Accountability:** The Head of School will bring in outside resources as needed to oversee the process of collecting data to determine program effectiveness.

Head of School Interactions with the Board:

- **Board Membership:** The Head of School is a non-voting ex officio member of the Board. The Head of School attends all Board meetings and reports to the Board regularly on programming, initiatives and results, providing data to keep the Board fully informed to meet its educational responsibilities. The Head of School works closely with the Board President and Recording Secretary to set the board meeting agendas and prepare resolutions for meetings.
- **Contact with Board:** The Head of School maintains regular contact with the Board President and notifies the President of significant events in a timely manner.
- **Monthly Reporting:** The Head of School is responsible for providing monthly reports to the board, including updates on objectives and goals for the year.



- **School Policies:** The Head of School works closely with the Board to support the development of policies.
- **Board Sub-committee:** The Head of School is a member of each of the sub-committees and attends all of their monthly meetings.
- **Spokesperson for the School:** The Head of School is the official spokesperson for the school in dealing with all stakeholders, the NJ Department of Education and its agents, and the public.
- **Supervision of SBA:** The Head of School supervises and evaluates the School Business Administrator, in conjunction with the Chief Operating Officer.
- **Community Outreach:** The Head of School is responsible, together with the Board, for seeking active involvement of organizations that can contribute to the fiscal and educational operation of the school, as well as those organizations that can reach parents of school-aged children from all income levels, racial and ethnic backgrounds within our area.

Finances:

- **Budgeting:** The Head of School, in concert with the Chief Operating Officer and the Finance Committee, is responsible for preparing the yearly budget of the school and presenting it to the Board. The Board is responsible for reviewing/revising and approving the budget on a line-item basis.
- **Financial Accountability:** The Head of School is responsible for the overall financial health of the institution and for appropriate use of all resources to achieve the goals of the school.
- **Resources:** The Head of School advocates for the necessary resources to meet the goals and objectives of the school and employs relationships to attract such resources.
- **Grants:** The Head of School oversees the development and submission of grant requests, public and private.

Programs:

- **Establishment of Programs:** The Head of School is responsible for ensuring the implementation of the school's educational program as outlined in the Charter, providing



hands on leadership whenever a new program is developed or major changes to existing programs are made.

- Education Committee: The Head of School facilitates the Education Committee, which is responsible for developing educational initiatives aligned with Link Community Charter School's Strategic Plan, CCSS and NJCCCS; establishing the goals of the programs; and proposing revisions to existing programs.
- Other program policies: The Head of School is responsible for drafting other program policies, with input from the administrative team, teaching staff, and non-teaching staff as appropriate.

NJ Department of Education Interface:

- Reporting: The Head of School is responsible for ensuring all timely, accurate and complete submissions, including: CHE, NJSMART, Annual Report and Epicenter, and meeting statutory school obligations.
- Communication: The Head of School is responsible for providing communication to the Commissioner's Office, the Office of Charter Schools, and other NJDOE offices.

Additional Responsibilities:

- Perform the duties of the Principal in her absence.
- Represent Link Community Charter School at local meetings, such as monthly CAG meetings, periodic meetings with superintendents, and conferences
- Complete trainings to be well-versed in statutory and regulatory obligations and remain current on best practices and the educational landscape.
- Maintain membership in relevant educational associations;
- Maintain strong working relationship with the New Jersey Office of Charter Schools, New Jersey Department of Education, New Jersey School Boards Association, NJ Association of Charter Schools, district Superintendents, and the Executive County Superintendent, within "regions of residence"; and
- Comply with statutes and regulations related to education.



POLICY

LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

ADMINISTRATION
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N.J.S.A. 18A:7A-11; 18A:17-17; 18A:17-18; 18A:17-20; 18A:17-21;
18A:22-8.1; 18A:27-4.1; 18A:37-4
N.J.A.C. 6A:8-3.1; 6A:32-4.1; 6A:32-12.2

Adopted: 10 June 2014
Adopted revision: 13 June 2016

