

The Francophone Charter School Seeks an Executive Director

The Francophone Charter School of Oakland (FCSO) seeks a full-time Executive Director (ED).

The ED is a dynamic and inspiring leader who provides overall direction for the Francophone Charter School of Oakland (FCSO), under the oversight of the school's Board of Directors (Board), and in collaboration with all stakeholders. The ED develops and maintains academic programs, business and organizational systems and processes that align with the school's mission and vision, using data-driven practices to optimize the school's performance. S/he keeps abreast of reporting requirements, legislative issues and developments to ensure that the school operates in full compliance with the California Charter School Law, and the California Education Code. S/he spearheads a school culture of collaboration, accountability, respect and growth.

A successful candidate will be a strong and compassionate decision-maker, a flexible and resilient problem-solver with robust organizational and operational skills. S/he will embrace the school's unique French language-immersion philosophy, mission and values; and demonstrate a commitment to educational equity, and an unswayable belief that all students can achieve at high levels, and that every student's unique story should be celebrated. S/he will show a high level of cultural fluency and an ability to build an inclusive school community in the context of the diverse populations of Oakland and the Francophone world.

About Us

FCSO is an charter school authorized by the Oakland Unified School District which opened in the Fall of 2015 to grades TK-3 and plans to grow to grade 8. The mission of the school is to provide a dual-immersion curriculum to a diverse community of students. Our goal is to develop bilingual and bi-literate global citizens who are open-minded and value intellectual curiosity, personal integrity and creativity. For more information about the school, please visit www.francophoneschool.org.

Responsibilities

Leadership

- Develop, articulate, and maintain policies and procedures that are consistent with the school's mission, philosophy and goals
- Implement strategic vision, structure program and manage resources so that all are in alignment and data-driven
- Establish and follow through on clear programmatic and financial priorities
- Build connections between staff, families and students that are strong and mutually respectful, establishing effective communication channels between all stakeholders
- Actively seek staff, parent and student involvement and feedback
- Communicate regularly with all stakeholders on school performance and organization, decisions and rationale, in a firm, diplomatic and transparent manner
- Listen and respond appropriately to staff, student, parent, and community questions and

concerns

- Act as the public face of the school in the community, with the district, local and national schools, community-based organizations, etc.

Human Resources

- Develop an effective team by engaging and empowering others to take action and responsibility to achieve results
- Recruit and retain a highly qualified staff with diverse experiences, backgrounds, and perspectives that support the school's mission and vision
- Exercise the executive power to hire and/or dismiss any school-level employee
- Ensure compliance with relevant employment laws and school policies and procedures
- Ensure consistency of practices and collaboration among all staff (administrative, after-school, teachers) and contractors
- Ensure regular documented performance reviews, in collaboration with other supervisory staff, including Individual Professional Development Plans
- Coordinate staff development and training that is aligned with the school's mission, vision, and philosophy
- Effectively delegate decision making and problem solving to appropriate personnel and provide staff with leadership opportunities
- Promote a climate of professional collegiality and respect

Academic Oversight

- Inspire a culture of mission-driven excellence
- Drive a collaborative planning process with the school leadership team that results in the development of yearly academic goals aligned with the charter goals and state and local requirements (MPOs, LCAP, etc.)
- Ensure that programs are evaluated and/or modified regularly, based on long-term goals, and to maximize student performance and mission impact
- Balance out French language instructional goals with state and local requirements (MPOs, LCAP, etc.)
- Lead culture of high expectations for clear and consistent student behavior management

Financial Oversight

- Work closely with Chief Financial Officer, finance back-end provider and Operations Manager to monitor budget and initiate changes in allocations of resources as needed
- Develop annual Local Control and Accountability Plan (LCAP)
- Work closely with administrative staff to monitor and sustain budget revenue drivers: enrollment, diversity, and attendance
- Work closely with the Board and finance back-end provider on fundraising, grant submissions and related performance reports

Relations to the Board

- Serve on the Board as Ex-officio Member
- Work with the Board to develop long-term strategic plans, including facility solutions in

accordance with a growth plan

- Provide regular school updates to the Board, including data related to academic performance, enrollment, attendance, financial affairs and school climate
- Recommend needed policy changes and action
- Serve on Board committees and meet with Board members outside of regular Board meetings as relevant
- Participate in ED evaluation effort each year
- Promote understanding and good working relationships between the Board and staff

Reports to: Board of Directors of the Francophone Charter School of Oakland

Supervisor Responsibilities: All personnel including teachers and Director of Curriculum and Instruction, Operations Manager, After-school Coordinator

Minimum Qualifications

- Master's Degree, or equivalent experience, in relevant field (Administration, Curriculum & Instruction, Business, etc.)
- At least three years of successful educational leadership experience
- Experience in assessment and achievement data analysis
- Experience building and inspiring a strong professional team, strategically aligning and securing resources, creating and implementing accountability systems, and managing transitions
- Experience building and maintaining a successful, collaborative culture with staff, students and families
- Demonstrated commitment to educational equity

Preferred qualifications

- Fluency in French and/or familiarity with the language, and the history and cultures of the Francophone world
- Elementary and middle school teaching experience
- Experience in dual immersion education
- Familiarity with charter school education
- Familiarity with the educational landscape of Oakland, CA
- Successful track record in securing new sources of funding through relationship-building and nurturing
- Experience managing a growing start-up organization

Compensation: Competitive salary, including health, dental, vision and life insurance benefits. Commensurates with experience.

Nominations, applications, or inquiries should be directed to edsearch@francophoneschool.org.

Francophone Charter School is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, creed, religion, gender, sexual orientation, national origin, age or disability.