



POSITION VACANCY

SENIOR DIRECTOR OF PROGRAMS 2017-2018

About Shining Stars Montessori Academy Public Charter School

Shining Stars Montessori Academy Public Charter School's mission is to offer a quality Montessori education infused with culturally inclusive principles to guide children to develop to their fullest potential.

Shining Stars Montessori Academy Public Charter School is one of only a handful of public Montessori schools in the nation's capital that offers a program from preschool through the sixth grade. The school's teachers and staff live the school's mission of providing a quality and 'authentic Montessori education' and so our program is centered on the writings and vision of a Maria Montessori-directed best practices learning environment.

Position Summary:

Under the general supervision of the Executive Director, Senior Director of Programs will be responsible for managing key legal, and compliance functions/requirements, overseeing the work of the Program Directors and assisting with the creation and maintenance of cohesion across all units and programs that fall under the purview of those units. There are currently six program units: Academic, Operations, Compliance & School Performance, Enrollment & Family Support, Behavior & Health and Wellness, and Student Support Services

The Senior Director of Programs, will be exposed to the most sensitive school information that others on the Administrative Team may not be privy to. You will be asked to make sensitive and critical judgment calls, and you will serve as a sounding board to the Executive Director in important situations. For the right individual, this unique role will serve as an unparalleled opportunity to learn firsthand what it takes to lead and manage an expanding public charter school.





The best person for this role is an individual that sees that there is no ceiling to what they can accomplish and learn in this role. The right individual for this job is highly ambitious in his/her pursuit of growth and achieving excellence. They know that their ability to grow and take on more responsibility will result in more opportunities for growth and greater responsibility.

The position is open until filled.

Reports to: Executive Director

Key Accountability Areas (include but are not limited to):

- Manages the Executive Director's workflow and priorities by managing her schedule and anticipating steps ahead
- Serves as the school's overall compliance monitor, ensuring adherence to all legal and regulatory requirements, reporting requirements, and policy and procedure mandates; serves as Title VI Coordinator, Title VII Coordinator and Title IX Coordinator.; ensure compliance with applicable OSSE and federal Department of Education rules and regulations.
- Prepares for and following up on internal and external meetings. When needed, participating directly in external meetings and following up with the relevant parties.
- Ensures that the school has in place all required staff positions and licensing/certification requirements are being met.
- Ensures that SSMA is compliant with all local and federal all policies and procedures governing charter school operations.
- Oversees and manages the day-to-day operations of the Program Directors and reports to the Executive Director on the timely meeting of team goals and the timely submission of reports.



- Trains staff on all relevant areas of content management and compliance. S/he produces efficient data models and reporting tools for staff and internal teams to support school compliance and high student performance
- Provides members of the Administrative Team leverage in moving projects forward by assisting with information gathering, communicating with different parties, developing and monitoring plans, keeping track of responsibilities, and so on.
- Manages special projects assigned by the Executive Director.
- Prioritizes and manages multiple projects simultaneously and following through on issues in a timely manner.
- Proactively identifies ways to improve the efficiency and efficacy of the Program Directors (Administrative Team)
- Oversees day-to-day operations and staff services, which may include and are not limited to facility and grounds, operations (to nl, bookkeeping, vendor payments and relations, employee benefits, payroll, office environment,
 - Anticipates needs from the Administrative Team (i.e, Program Directors) and identifying opportunities to create processes and systems to streamline office flow.

Key Competencies:

- You are known for your integrity. You always choose to make the right decision versus the easy decision. You know what information is sensitive, and you will protect it accordingly. You take your reputation very seriously.
- You have excellent judgment. You have the rare combination of being able to make quick decisions with your gut and measured decisions with your head.
- You can pull on your strong analytical abilities or your instincts at the right times to make the right judgment call.
- You have a positive, rolls-up-your-sleeves mindset and are willing to take on “lower-level” and “higher level” work based on what needs to be done.
- You take ownership. You constantly seek opportunities to optimize processes and improve efficiency. You’re communicative and comfortable working with and through a range of different people and builds relationships quickly.
- You are resilient and flexible. You seek out direct feedback and see every challenge as opportunity to grow.
- You are thoughtful and intentional. You always think steps ahead. Before asking questions, you prepare your own answers, even if they are just first draft thoughts.



- You are resourceful and practical. You are able to take different kinds of input, quickly and effectively sort out action plans.
- You are an effective communicator. You are an exceptional communicator in every sense of the word. You are an especially astute listener and you pick up subtle cues that others may miss. You are effective in your spoken and written communication. You can be diplomatic, firm, gentle, and even pushy when you need to be to accomplish the goal.
- You are empathetic and a keen people reader. You have a knack for reading people. You have a keen sense of people’s motivations and you understanding how to influence their behavior.
- You are incredibly mature and even keeled. You are wise beyond your years and can handle the most stressful situations with grace. In an emergency you are the calmest individual in the room and can think with your head on straight.
- You are detail oriented and contentious. You cringe at typos, and you are the first to identify a formatting error. You obsess about the details (in a healthy way).
- You are a big picture thinker. Despite all the details that you manage, you constantly “helicopter up” to see the big picture to help inform your thinking and prioritization.

Required Competencies & Qualifications:

- Maintain confidentiality
- A passion for growing independent, confident and intellectually curious children
- Ability to provide services to all children and families with respect and dignity
- Demonstrated ability to work successfully with age appropriate students, staff and multi-cultural and academically diverse community of learners.
- Ability to provide coaching/training to administrators and that will enhance their compliance and organizational development capabilities
- Strong interpersonal skills
- Excellent written and communication skills
- Knowledge of MS Office Suite and Google Docs
- A sense of humor



Education and Experience:

- Master's Degree in Education, business administration or related field required, Juris Doctorate preferred,
- Minimum of 10-15 years performing advanced/senior level administrative duties in education,
- Prior experience with compliance, regulatory, privacy and confidentiality rules and laws.
- Prior experience in managing and analyzing data. Excellent attention to detail; good understanding of data, mathematical functions and operations; ability to meet deadlines; ability to work well in a team; capacity to supervise; and honesty and discretion.

Compensation:

Salary for this position is competitive and commensurate with prior experience. In addition, a comprehensive benefits package is included.

How to Apply:

1. Submit a cover letter and resume, in one document, to rrodriguez@shiningstarspc.org and include the position title in the subject line .2. Go to the Careers page at <http://www.shiningstarspcs.org> to complete the employment application.

The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. This is not an exhaustive list of all duties and responsibilities associated with this position. Shining Stars Montessori Academy Public Charter School reserves the right to amend and change responsibilities to meet business and organizational needs.

Shining Stars Montessori Academy Public Charter School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.



Shining Stars Montessori CFC Donor
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