



Legacy Prep



Executive Director Search

Application Deadline: March 22

Interviews: April 2022

Executive Director Begins: June 1, 2022

About Legacy Prep

Legacy Prep is committed to improving outcomes for students by providing them with an education that creates pathways of choice and opportunity.

We support the social and emotional development of the whole child by aligning all programs and curriculum with our five Core Design Pillars of providing life-changing academics, supporting authenticity and self-actualization, building a powerful community of support, stressing revolutionary innovation in all things, and leading with a social justice lens.

Our innovative model includes project-based learning in core subjects, significant time invested in building literacy, direct SEL instruction, family leadership opportunities like the Family Advisory Council, a vibrant Exploratory Arts program, and explicit social justice and equity education.

Legacy Prep was founded in 2017 as a grassroots, community-focused public charter school reimagining the educational experience for children in Birmingham.

Our mission is to educate and empower our scholars to embrace their identity, lead lives of choice and opportunity, and impact their communities as the next generation of socially-conscious leaders.

As Birmingham's first charter school, we opened our doors to 118 K-2nd grade students in August 2019. Since then, we have expanded to serve an additional grade each year, doubling our enrollment yearly.

We believe all youth deserve an excellent, equitable education that develops the critical skills and mindsets they need to achieve economic prosperity.

Our primary goal is therefore not only to teach foundational academic content, but also to help students to become intellectually curious, collaborative, and creative innovators, and possess a social justice mindset to solve real-world problems.

Our Community

The city of Birmingham, also known as the "Magic City", is the largest city in the state of Alabama. With a metropolitan population of nearly one million, Birmingham is ever expanding with new opportunities.

Birmingham's prominent role in the American Civil Rights Movement during the 1960s fostered a community fully committed to progressive growth and social justice. A visit to the Birmingham Civil Rights Institute and surrounding landmarks offers an in-depth look at the city's historical significance.

Additionally, the city is home to world-class medical research at the University of Alabama at Birmingham Hospital, an abundant and award-winning food and arts scene, and a wide variety of outdoor activities. Birmingham boasts more green space per capita than any other city its size in the nation. Outdoor enthusiasts are attracted to its many hiking and biking trails as well as its popular Railroad Park downtown.

Residents and visitors alike can find ways to immerse themselves in the community through annual events such as the Mercedes Marathon, Birmingham Freedom Fest, and the Magic City Classic.

By the Numbers

Schools

Elementary **1**

NOTE: Legacy Prep is currently a K-4 elementary school that is approved by the Alabama Public Charter Commission to increase by one-grade level up thru 12th grade.

Transportation

Currently the school does not provide transportation.

Free/Reduced Lunch

100%



Demographics

White	3%
Black	95%
American Indian	≈1%
Pacific Islander	≈1%

Total Enrollment
351

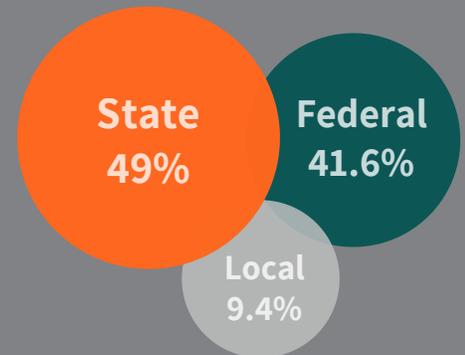
Personnel

Instructional/Academic	31
Administrative/Operational	9
Doctoral Degree	1
NBCT	1
Master's Degree	9
Bachelor's Degree	21

Financial

Total Budget: \$4,733,917

Instruction	72.8%
Auxiliary	8.9%
Operations	7.8%
Administrative	8.8%
Debt Service	1.7%



Search for an Outstanding Leader

Job Overview

This role can be filled as the Head of School (HOS) or as the Executive Director (ED). The final job title will be determined based on the candidate's background and experience. The Executive Director serves as the face of the school and will ensure that Legacy Prep meets its core mission to create a purposeful community that sparks love, joy, pride and belonging into the core of who our scholars are and who they are growing to be. The Executive Director will work strategically and collaboratively with the Board of Directors to set the direction for the school. As the most senior position at Legacy Prep, the Executive Director provides innovative educational leadership in alignment with the school's vision, mission and values. The Executive Director must make sure students are learning effectively in the classroom and meeting their education goals. The Executive Director will oversee all academic, operational, fundraising, and relationship management aspects of this work. Additionally, the Executive Director will partner with the Chief Financial Officer to support the financial management of the school.

The ED/HOS is expected to successfully perform the following:

General Duties

- The Executive Director has primary responsibility for the operations of Legacy Prep, including but not limited to, general administration, instruction, human resources, communications, government relations, facilities, faculty and staff development, and internal and external business affairs.
- Oversee and ensure the efficient and effective day to day operation of the school
- Remain abreast of charter school and academic trends and developments.
- Responsible for renewal and enforcement of the school charter and its objectives
- Remain up-to-date to changing rules, regulations affecting Alabama Public School

Leadership

- Foster a work environment that recruits, retains and supports exceptional faculty, staff and volunteers
- Embody, advocate for, and execute on the mission, vision and strategic direction of Legacy Prep
- In collaboration with the Board of Directors, the Executive Director will develop and successfully implement initiatives in alignment with the schools short and long-term strategic plans.
- Identify and implement metrics to evaluate the school's efficacy and community impact
- Represent the school in the community to enhance the school's community profile
- Create a positive, healthy, and safe work environment

Student Affairs

- Cultivate a plan to enhance a school culture that fosters a sense of love, joy, pride and belonging among scholars and staff
- Ensure implementation of school policies concerning safety, discipline and student welfare
- Oversee after-school programs and events held on campus
- Ensure school-based leaders have clearly articulated plans for detail operations and implementation of student services, including support services and crisis intervention
- Oversee the recruitment, admission and retention of students
- Ensure stakeholder satisfaction with parents and families; address needs and concerns as they arise

Academic Affairs

- Has a clear understanding of and promotes state content standards and assessments
- Set long and short term academic goals and implement a continuous improvement cycle to evaluate progress, determine needs, and adjust accordingly.
- Lead and/or supervise the processes for recruitment, selection, initial training, coaching, ongoing professional development and evaluation of faculty and staff
- Drive teaching and learning through the following:
 - Work with management staff and Board of Directors to create a coherent and high level academic and culture strategy across Legacy Prep
 - Continually align school programs with the mission, beliefs, priorities, and initiatives of Legacy Prep
 - Improve academic outcomes across all content areas, with a particular focus on improving literacy in all content areas
 - Ensure strong data driven practices within and across the school that ensure desired outcomes are achieved
 - Manage long-term and annual school planning in collaboration with members of the leadership team and Board of Directors.



External Affairs

- Establish good working relationships and collaborative arrangements with community groups, funders, elected officials, and other organizations to help achieve the goals of the school including but not limited to:
 - Facilitate the integration of Legacy Prep into the fabric of the community by using effective marketing and communications methodologies
 - Act as an advocate for issues relevant to Legacy Prep, its stakeholders, parents, guardians, students, and constituents
 - Nurture positive relationships with all community leaders including donors, elected officials, business owners, and residents.
 - Provide regular communications with families as well as listening to constituents to improve services and generate community involvement
- Along with the Chair of the Board of Directors, serve as the chief spokesperson for Legacy Prep, assuring proper representation in the community and across the state
- Work with legislators, regulatory agencies, volunteers, and representatives of the charter community to promote legislative and regulatory policies that encourage a healthy community and address the concerns of Legacy Prep's constituents.
- Serve as the primary liaison with local, state and federal agencies and elected representatives

Finance and Fundraising

- Develop donor and charitable giving strategies/goals/proposals, build out and execute stakeholder and donor giving stewardship plans,
- Oversee/create charitable giving collateral by communicating a compelling narrative around the story of Legacy Prep
- Act as a strategic partner to the CFO, staff and the Board of Directors to develop comprehensive financial budgets, goals and projections
- Participate in community and fundraising activities as appropriate



Compliance and Risk Management

- Ensure the school follows all federal, state, and local laws and policies as well as adhere to best practices in matters of risk management
- Identify and evaluate the risks to the school's students, faculty, staff, management and volunteers, property, finances, goodwill, and image and implement measures to monitor and manage risks
- Ensure all legal and contractual obligations are met
- File all necessary reports, claims, and forms to appropriate agencies and governing bodies
- Ensure the school's facilities meet health and safety requirements
- Protect the school, employees, and board by ensuring all prudent insurance policies are in place at sufficient levels
- Develop and follow safety and risk management best practices
- Assist the Board by preparing all relevant and prudent school policies and related procedures for formal board approval

Board-Related Duties

- Adhere to all policies, procedures and practices established by the Board of Directors and associated by-laws
- Prepare and present reports to the Board of Directors or delegates the responsibility as appropriate
- Assist the board chairperson in the development of board agendas and administrative duties
- Keeps the Board of Directors apprised of internal and external issues that may affect the school, including but not limited to, factors that may impact students, faculty, staff, funding and/or general operation of Legacy Prep

The Executive Director may be required to perform duties not specified in this job description as required for the successful operation of the school and agreed with the Board of Directors.



Job Qualifications

- Bachelor's Degree- required (preferably in education, business management accounting/finance)
- Master's degree - preferred

Experience

- At least 7 years of executive/senior management experience; school administration experience (can include administrative/educational credential or license) preferred;
- Previous experience within a charter school environment is highly desirable
- Experience forming, cultivating, and expanding partnerships with key constituents in the public and private sectors, such as foundations, individuals, and government agencies
- Experience in budgeting, audit processes, investment oversight, and financial reporting
- Experience fundraising from charitable foundations, businesses, individuals, and public sector institutions
- Knowledge of local, state, and federal laws applying to public charter schools preferred

Other Attributes

- Organizational leadership experience with a proven record of success in leading cross-functional teams to achieve ambitious results
- Strong strategic thinking and planning skills, with an ability to manage multiple concurrent projects and priorities effectively
- Exceptional communication skills with an ability to motivate staff, parents, community leaders, and other school stakeholders
- Utmost personal integrity that balances a strong commitment to transparency with necessary confidentiality in sensitive matters
- An unwavering dedication to establishing and maintaining positive, respectful relationships with students, staff, parents, and community members
- This individual will be an exceptional manager, motivating leader, and strong relationship builder with demonstrated success in a similarly situated school or organization
- Demonstrates strong decision making, problem solving and conflict resolution skills; able to make difficult decisions without being divisive.

Salary

Commensurate with experience and qualifications, the starting salary range is \$130,000.

Application Process

This search is being conducted by the Alabama Association of School Boards. All applications will be taken through Frontline, AASB's online application system, by visiting Applitrack.com/alabamaschoolboards/onlineapp. If this is your first time applying for an AASB-led search via Frontline, you must first create a user account and password. Next, log in, complete the online profile, choose to apply for this search and upload a cover letter. You also must have an official transcript sent directly to AASB from the institution that granted the highest degree.

If you have previously applied to an AASB-led search and already have a Frontline account, simply log in, choose to apply for this search, answer the questions specific to this search and upload a cover letter. You may email SuperintendentSearch@AlabamaSchoolBoards.org to have AASB upload the official copy of your transcript if it is not yet part of your online file; it is not necessary to have another copy sent.

A search committee will review all applications and recommend finalists to the school board. The board may interview some or all of the finalists. State law requires that these interviews be public.

SEND TRANSCRIPTS TO:

Alabama Association of School Boards
P.O. Box 4980
Montgomery, AL 36103-4980
or SuperintendentSearch@AlabamaSchoolBoards.org

Applications must be completed and transcripts received by :

March 22, 2022

FOR MORE INFORMATION:

For additional information, contact Dr. Tim Morgan at (256) 366-5705 or tjmorgan107@gmail.com.