

Executive Director STEM School Highlands Ranch

- Be an effective spokesperson for STEM School Highlands Ranch, communicating with families, students and staff on a regular basis.
- Maintain mission alignment across all-domains of the school to include the administrative team, faculty, staff, parent leaders and parent community.
- Supervise direct reports in a manner that promotes collaboration, success, care, efficiency, and on-going development.
 - Direct reports to the ED are as follows
 - ES, MS, and HS Directors
 - Administration Team Members
 - Leadership Team Members
 - Shared services for STEM School HR
- Champion decisions that align with Mission/Vision to lead autonomously the day-to-day operations of STEM School Highlands Ranch campus.
- Lead by example to create an innovative, respectful and safe work environment with a commitment to a culture of transparency and trust.
- Maintain a positive working relationship with direct reports, empowering them to make role specific decisions while ensuring the alignment with the PBL curriculum model.
- Board Work: Provide high level campus updates at board meetings and partner with Koson CEO to address ongoing, transparent communication with the Board.
- Strategic Planning and Implementation: Lead, develop and consistently plan for efforts to achieve the STEM School Highlands Ranch strategic plan outcomes of all aspects of organizational health and growth, including but not limited to academics, staff and student development, health and wellness, support services, organizational stability, and financial strength.
- Compliance: Enforce Rules and Regulations to include all local, state, and federal laws, rules, and regulations. Establish governance, policy and and compliance processes and documentation in alignment with Koson, district and state requirements. Appropriately and directly respond when infractions occur.
- School Culture: Develop and maintain a staff culture that embodies the school's core values and lives the mission/vision throughout the school year.
- Financial Management: Work with the CFO to ensure accurate financial management and oversight to guarantee that STEM School Highlands Ranch secures all needed revenues, stays within the board-approved campus budget, and effectively protects assets to ensure effectiveness of accounting and auditing consultants. Manage STEM School Highlands Ranch Budget in accordance with charter.
- Human Resources: Establish systems that ensure that recruiting / selection processes benefit STEM School Highlands Ranch; ensure that employment legal requirements are met; and ensure ongoing care and overall HR administration meets the needs of employees and the School.
- Community Outreach and Partnerships: Build strong and complex networks to support STEM School Highlands Ranch. Foster relationships and partnerships established by Koson CEO to perpetuate the legacy of both this campus and Koson.