



STEM School Highlands Ranch  
KOSON Leadership Search Committee  
STEM BOD Working Session

---

**Date and Time**

Monday October 3, 2022 at 10:00 AM MDT

**Location**

Zoom Call

---

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>10:00 AM</b>
<b>A.</b> Record Attendance			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Discussion on KOSON Leadership Search	Discuss	Carla Gustafson	110 m
Discussion on future KOSON leadership position which will report to the STEM BOD. The discussion will include, but not be limited to, establishing the job search goals, defining the role and preparing job description, salary range, and hiring timeline.			
<b>D.</b> Action Items	Discuss	Carla Gustafson	10 m
Determine next steps in hiring process and assigned actions. Schedule next committee meeting.			
<b>II. Closing Items</b>			<b>12:00 PM</b>
<b>A.</b> Adjourn Meeting			

# Coversheet

## Discussion on KOSON Leadership Search

**Section:** I. Opening Items  
**Item:** C. Discussion on KOSON Leadership Search  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CEO Koson Roles and Responsibilities.pdf

### BACKGROUND:

KOSON CEO Roles and Responsibilities were approved by the STEM BOD in March 2022. This job description will serve as our starting point in defining the new KOSON leadership role.

## CEO Koson Network of Schools Role and Responsibilities

- Exemplify the mission of Never Stop Innovating.
- Promote a clear vision of the strategic goals to all stakeholders.
- Be an effective spokesperson for KOSON Network of Schools
- Maintain mission alignment across all domains of the district, mentors, industry partners and community members.
- Supervise direct reports in a manner that promotes collaboration, success, care, efficiency, and on-going professional development.
  - Direct reports to the CEO are as follows
    - Executive Director of STEM School Highlands Ranch
    - Executive Directors of Future Campuses
    - Shared services for Koson Network of Schools
- Meets regularly with Campus EDs to receive updates and to provide guidance; in particular guidance around federal, state and local legal and compliance guidelines.
- Maintains a positive working relationship with the Executive Directors, empowers EDs to make campus-level decisions that impact the day-to-day operations of the school, while ensuring alignment with the PBL curriculum model.
- Maintain alignment between the KOSON's Mission/Vision and the policies and strategic direction of the KOSON Board of Directors.
- Participate in relevant local, state, and national organizations; engaging, leading and partnering as appropriate.
- Provide feedback and guidance on each campuses' Strategic Plan to ensure that it aligns with overall Mission and Vision.
- Board Work: Report to the board and maintain a positive working relationship with the Board; maintain transparent communication with opportunities for each campus Executive Director to provide individual campus updates during Board meetings.
- External Relations: Build and maintain positive working relationships with external partners, to expand KOSON's reputation, influence and footprint
- Development Work: Responsible for the financial health and longevity of the KOSON Network of Schools by cultivating relationships with foundations, corporations, and individuals who may provide strategic partnerships, opportunities and financial support to the organization.
- Community Outreach and Partnerships: Build strong and lasting partnerships to support the KOSON Network of Schools .
- Work to accomplish Board established yearly objectives and benchmarks.
- Collaborate with the CFO and each campus ED to provide Mission/Vision alignment with individual campus budget analysis.