



# Genesee Community Charter School

[www.GCCSchool.org](http://www.GCCSchool.org)

## Executive Director

## Position Description

**Role Type:** Full-time, 12-month position

**Reports To:** Board of Trustees

### Join us in building the best school in the nation!

We are looking for a leader with a passion for innovative education and a commitment to fostering creativity and critical thinking. Genesee Community Charter School (GCCS), nationally recognized for its rich history of arts integration and hands-on learning, is seeking an Executive Director to strategically carry forward our tradition of educational excellence. This is a unique opportunity to make a lasting impact on students across the Rochester community.

At GCCS, we believe that learning is most impactful when it's immersive and experiential. As Rochester's oldest charter school, our place-based curriculum is rooted in the arts and expeditionary learning which supports student engagement in rich, interdisciplinary projects that bring academic concepts to life. As Executive Director, you'll carry forward this vision, ensuring that our unique model continues to thrive while supporting students in their journey to become curious, compassionate, and empowered learners.

### Who We Are

The Genesee Community Charter School is among the highest performing EL Education schools in the nation. GCCS enrolls approximately 400 students in kindergarten through sixth grade across two campuses: River campus (located at the Rochester Museum and Science Center) and Flour City (located in the former Colgate Crozier Divinity Campus across from Highland Park).

Genesee Community Charter School's curriculum focuses on local history and the natural world and—as an EL Education school – students are immersed in three interdisciplinary learning expeditions each year. Classes frequently venture into the community for purposeful and rigorous field studies integral to their ongoing learning experiences. Music, visual arts, dance, and creative movement are integrated into the academic and social life at GCCS. The school is nationally recognized for its implementation of the EL Education model and its approach to arts integration. Since it was founded in 2001, GCCS has been one of the most successful K–6 schools in New York as measured by the New York State Education Department's School Performance Index.

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## Position Overview

Position Overview: Reporting directly to the Genesee Community Charter School Board of Trustees (BoT), the Executive Director (ED) serves as the highest administrator at GCCS. The ED is cumulatively responsible for all aspects of organizational health, including but not limited to: enacting the school's vision/mission; meeting the school's fundraising and other financial goals; being accountable to NYS authorizers; and managing finances, development, and human resources. The ED is ultimately responsible for the execution of all programs and procedures in alignment with the GCCS' mission and vision, with input from a broad range of constituents. The Executive Director staffs the Board of Trustees for both the Flour City and River Campuses.

**OVERALL LEADERSHIP RESPONSIBILITIES: As the chief executive of GCCS, many of the ED's responsibilities are cumulative and involve organization-wide leadership.**

- **Enacting Mission and Vision:** Maintain alignment between all programs and the overall vision, mission, and core values of GCCS
- **Organizational Leadership:** Work with the Board to develop, maintain, and enhance all aspects of GCCS to ensure positive outcomes for students and a strong, collaborative professional staff culture.
  - Supervises direct reports (Senior Leadership Team) in a manner that promotes success, efficiency, and on-going development. This includes effective delegation; training, development, and support of staff; establishing performance requirements; and evaluating staff supervised.
  - Lead efforts to annually assess the organizational health of GCCS including staff, leadership and families
- **Strategic Planning and Implementation:** Works with the GCCS Board to develop an organizational strategic plan to consistently plan for efforts to achieve the strategic outcomes of all aspects of organizational health and growth, including but not limited to academics, social-emotional well being, diversity, inclusion & equity efforts, health and wellness, support services, staff culture, organizational stability, and financial strength.
  - Maintain alignment between the school's mission/vision and the policies and strategic direction of the GCCS Board.
- **Board Work:** Report to the board and maintain a positive, working relationship with the Board. Keep the Board informed of all financial, legal and organizational health matters, and work with board members on the various committees.
  - The Executive Director is expected to attend all Board Meetings, committee/working groups, within reason, and to share updates on the school and bring back recommendations from the committees to be implemented in practice.
- **Reporting and Compliance:** Completes reporting to Board of Trustees, SUNY, NYSED, key stakeholders and community partners

**INTERNAL MANAGEMENT: The core elements of internal management are those key pieces that flow naturally from our mission and are the central, measurable things GCCS will do to see our vision become a reality.**

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- Enforcement of Rules and Regulations: Honor all local, state, and federal laws, rules, and regulations. Appropriately and directly respond when infractions occur.
- School Culture: Develop and maintain a staff culture that embodies the school's core values and brings the mission/vision to life. To do this, the ED will work directly with the Flour City and River Campus' School Directors to develop and maintain this school culture with effective strategies and alongside the values, strategies and goals outlined in the GCCS Statement on Community
- Academic Program: Ensures quality control related to curriculum, teaching, professional development, parent relationships, teacher development/performance and student achievement/growth
- Financial Management: Ensure accurate financial management and oversight to guarantee that GCCS secures all needed revenues (including enrollment projections), stays within the board- approved budget, and effectively protects assets. Ensure effectiveness of accounting and auditing functions.
- Human Resources: Ensure that School Directors and Senior Leadership team have all necessary resources for recruitment and selection. Establish systems that ensure that recruiting /selection processes benefit the GCCS model and its goal related to diversity, equity and inclusion; ensure that employment legal requirements are met; and ensure ongoing care and overall HR administration meets the needs of employees and GCCS.
- Facilities Management: Ensure the physical environment and environmental safety of all campuses, in coordination with the Director of Operations, Building Directors, and any outside contractors.
- Diversity Equity and Inclusion: Ensure all employees, students and stakeholders support an inclusive environment that honors the diversity of our community and facilitates belonging; continually review policies and procedures to seek equity for students and staff.
- Internal Communication: Implement high quality, timely, and effective communication with Flour City and River Campus' Directors and the Board of Trustees and other stakeholders.
- Data Management: Assess data to inform decisions; Utilize and model the effective use of data for supervision and management with school teams and the board; Establish and maintain an organization-wide data system for GCCS and its Board.

**EXTERNAL RELATIONS: Serves as key external facing leader for GCCS**

- Fundraisings and Development: Ensure the financial health and longevity of GCCS by cultivating relationships with foundations, corporations, and individuals who provide financial support to the school. Ensure that the school meets its short- and long-term fundraising goals established with the Board.
- Community Outreach and Partnerships: Be the face of the school to the external community. Although the ED may not be the primary point person for every

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relationship, the ED must be aware of, connected to, and nurturing relationships with all organizations. Community outreach may also include advocacy at the local and state policy level alongside relevant board committees.

- **Authorizer Relationship**: Maintain a strong relationship with GCCS' authorizers alongside the Board of Trustees
- **External Communication**: Implement quality, timely, and effective communications from GCCS leadership to key partners, the community at large, and other critical stakeholders. Serve as the primary media contact. Develop networks for consistent student enrollment and promote GCCS through effective marketing channels.

### **Educational Background and Work Experience**

- New York State Building Leader Certification is strongly desired.
- Minimum of 10 years of combined education and school leadership experience strongly preferred.
- Experience with EL Education or project-based learning is strongly desired.
- Fundraising and community outreach experience desired.

**Non-Discrimination Statement:** Genesee Community Charter School is an equal opportunity employer and shall not discriminate against applicants and staff members based on any legally-recognized basis, including but not limited to: ethnicity, national origin, gender, race, creed, religion, ancestry, or physical or mental disability.