

Grand Rapids Child Discovery Center- GRCDC Executive Director/Superintendent Position

The Grand Rapids Child Discovery Center is currently accepting applications for Executive Director/Superintendent for the 2017-2018 school year.

Position open until filled

GRCDC School Website: childdiscoverycenter.org

We are a public school academy, chartered under Grand Rapids Public School District, serving students in grades Kindergarten through Fifth. *The mission* of the GRCDC is to continuously expand the potential of children, the experiences of educators and the involvement of parents within a diverse community of Grand Rapids, Michigan. *The vision* is to base all decisions on the principles of Reggio-Emilia incorporating current research on learning as well as developmentally appropriate practice.

In the GRCDC School community children and adults are committed to creating a learning community that values caring relationships, inquiry and innovation, creativity and a democratic way of life. The GRCDC is an independent district, also known as a stand-alone charter, responsible for its own daily operational and administrative decisions and duties. The Executive Director/Superintendent of the GRCDC is the lead administrator for the school and the district who reports to a Board of Directors that is approved by the charter authorizer (GRPS). This position offers an opportunity to be part of a vibrant and engaged school community, a meaningful voice to innovate in school design and ideas, and competitive salary and benefits.

Necessary Qualifications:

- Master's degree or higher in an educational field
- Possession of Michigan State Administrative Certificate or evidence of endorsement *in process* from an approved and accredited program (within 2 years of hire date)
- Minimum 5 years of successful teaching experience with a track record of success
- District Level experience or interest
- Experience developing and managing budgets
- Minimum of 2 years of experience leadership in an educational setting including supervision/management
- Interest in building strong community support for the school, including fund-raising.

Desired Qualifications:

- Experience creating school conditions, processes, and practices that support learning for racially, ethnically, culturally, and linguistically diverse students.
- Experience developing student specific interventions, curriculum and instruction, special education and language acquisition programs.

- Experience with behavioral and discipline systems (including Restorative Practices, Positive Behavior Interventions and Supports).
- Experience recording, collecting, analyzing, and utilizing data to monitor student academic and behavioral progress.
- Experience in non-profit leadership, including dynamics of working with a board and fund-raising.
- Knowledge, understanding, and evidence of experience with the Reggio-Emilia Approach
- At least 2 letters of professional recommendation

Essential Functions:

The list of essential functions is not exhaustive and may be supplemented

Serves as the Executive Director of the Grand Rapids Child Discovery Center. The Executive Director is responsible for carrying out the vision and mission of the organization as well as overseeing and being involved in all aspects of organizational management	
Vision and Mission Setting and Direction	<ul style="list-style-type: none"> ● In partnership with school Pedagogista, creates vision, values and goals ● Represents and advocates the Reggio-Emilia approach in the educational and wider community
Financial Management and Fundraising	<ul style="list-style-type: none"> ● Seeks out applicable sources of funding to ensure sustainability and growth ● Leads school budgeting and policy framework development
Partnerships	<ul style="list-style-type: none"> ● Develops relationships and collaboration with other community organizations that benefit the GRCDC
Human Resources	<ul style="list-style-type: none"> ● Hires and evaluates staff
Operational Duties	<ul style="list-style-type: none"> ● Supports and attends extracurricular activities ● Ensures school facilities are safe, secure and clean ● Assigns workloads, tasks, and work schedules. ● Reviews, approves, and exercises supervision over all school sponsored programs, projects, events and publications.
Accountability to the Board of Directors	<ul style="list-style-type: none"> ● Markets school programs ● Oversees recruitment and enrollment ● Communicates school accountability plan

Serves as the Superintendent of the Grand Rapids Child Discovery Center. The Superintendent sets the instructional vision of the school and makes decisions in line with the instructional vision, and manages all instructional and administrative programs and activities.	
Instructional Program	<ul style="list-style-type: none"> ● Sets high expectations for learning and growth for students and staff ● Provides guidance on curriculum and instruction ● Assumes responsibility for student achievement (overall proficiency targets and eliminating gaps)
Data and Assessment	<ul style="list-style-type: none"> ● Frequently monitors student progress in partnership with pedagogista ● Supports and participates in a regular data cycle to ensure the fidelity of instruction program and student progress ● Develops a pyramid of intervention for all students and monitors its progress (RTI)
School Culture	<ul style="list-style-type: none"> ● Creates a welcoming climate and culture ● Remains responsive to parents and community ● Maintains, supports and nurtures the integrity and philosophy of the Reggio approach within the curriculum, culture, and community of the institution. ● Maintains high standards and expectations of student conduct and enforces discipline as necessary, complying with due process and rights of student.
Reporting and Compliance	<ul style="list-style-type: none"> ● Monitors services provided to students ● Submits reports and data to all state and local entities accurately and on-time.
Staff Development	<ul style="list-style-type: none"> ● Ensures presence of professional development plans for all staff. ● Uses and models use of technology ● Models behaviors of a lifelong learner
	<ul style="list-style-type: none"> ● All other related duties as required

All interested and qualified candidates are encouraged to send electronic resume and cover letter to: board@childdiscoverycenter.org

Non-Discrimination

The Grand Rapids Child Discovery Center will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability or veteran status.