



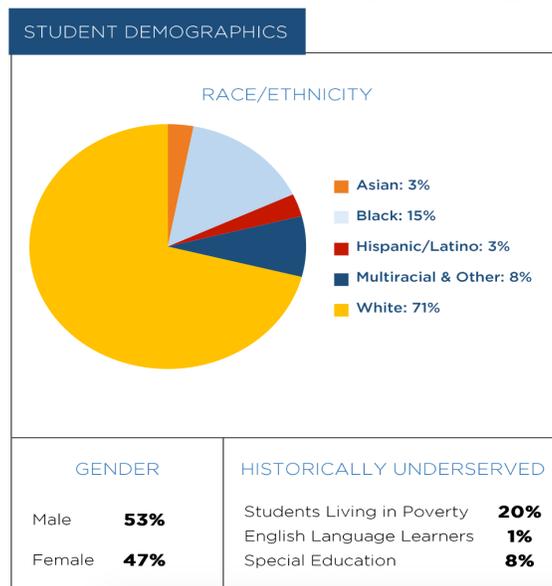
**Position Description for Chief Executive Officer
Green Woods Charter School
Philadelphia, PA
June, 2016**

[Green Woods Charter School](#), Philadelphia, Pennsylvania seeks a dynamic and energetic educator to assume the position of Chief Executive Officer, beginning in the 2016–17 school year. [Atlantic Research Partners](#) is the exclusive search firm for this exciting opportunity.

BACKGROUND:

Green Woods Charter School (GWCS) is a successful, independent charter school which was founded in 2002 using the [Environment As An Integrating Context \(EIC\)](#) philosophy based on the foundational work of Dr. Gerald Lieberman (*[Education and the Environment: Creating Standards-Based Programs for Schools and Districts](#)*, and the State Education and Environment Roundtable (SEER). The EIC educational philosophy emphasizes “connecting instruction to a school’s local environment [so that] teachers can engage students with authentic lessons that directly support their efforts to help students become proficient in academic content standards. By interweaving academic content through interdisciplinary instruction and connecting it to environmental themes, or “contexts,” environmental study becomes not simply another add-on to academic studies, but an engaging, integrating medium for multiple subjects.” (Lieberman, Gerald A. [Education and the Environment](#)).

GWCS’ 720 students in grades K through 8 have the opportunities to be active, knowledgeable, and conscientious young investigators, learning about the natural world, their place in it, and their responsibility to it. Our focus on engaging students in their surroundings – at school, in their communities, and in the world at large – is developed by integrating subjects and lessons across the curriculum at every grade level. Our student body demographics is graphically depicted as follows:





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Located in the Roxborough area of Philadelphia, GWCS resides in a recently constructed 60,000 square foot facility that was built on rehabilitated property. Our building allows students to explore a natural settings and serves as an outdoor laboratory (See www.greenwoodscharter.org/school-news/our-unique-facility.asp).

Green Woods was awarded the national designation as a "Model EIC (Using the Environment as an Integrating Context) School". Our school facility and our program remain a model for replication. Educators from throughout the country have come to Green Woods wanting to learn more about our successful model. Over the years GWCS has received an Exemplary School Award from the Pennsylvania Department of Education, the Governor's Award for Environmental Excellence, the Program of Excellence Award from the Pennsylvania Council of Social Studies, and several other awards and recognitions.

GWCS has an excellent academic track record, and its students have consistently performed well in the Pennsylvania System of School Assessment tests (PSSAs). Our test scores far exceed the local and state averages. For example, the Spring 2014 PSSA results indicate that 100% of our 7th grade students scored proficient/advanced in Reading, while 85% of 4th grade students and 85% of 8th grade students scored proficient/advanced in Science. Math scores for grades 3-8 average 86% proficient/advanced. Our 8th grade students are accepted to the top high schools in the city. GWCS has consistently made Adequate Yearly Progress for 11 years.

More background information on Green Woods can be found on the following links:

- Annual Charter Evaluation:
http://webgui.phila.k12.pa.us/uploads/U8/CM/U8CMsNWPjorsSQBg_DFNsg/2015-ACE-Green-Woods-Charter-School.pdf
- Pennsylvania Department of Education School Performance Profile:
<http://paschoolperformance.org/Profile/7177>

GWCS VISION:

Children at Green Woods Charter School will understand that learning is an ongoing process requiring a strong foundation. They will use their special talents and knowledge to constantly improve themselves, their learning, their school, and the environment.



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CEO ROLE AND RESPONSIBILITIES:

The Chief Executive Officer serves as the school's chief administrative official, providing overall leadership and direction for GWCS, under the direction of the GWCS Board of Trustees (the "Board") and in collaboration with all GWCS stakeholders. The CEO supervises the Principal/Dean of Faculty, Dean of Students, Special Education Coordinator, and an administrative team. GWCS has a highly qualified instructional team of **50** teachers, specialists, and staff members.

The ideal candidate will:

- (1) Be an inspiring leader and communicator
- (2) Have significant hands-on teaching and administrative experience
- (3) Have an accomplished background in school leadership
- (4) Be aligned with the school's philosophy, mission, and values, and
- (5) Have a strong commitment to diversity.

In addition, the ideal candidate must share the belief that all young people deserve access to an excellent education and have a proven track record of attaining exemplary academic results. The candidate must also possess strong organizational, operational and interpersonal skills, and be a flexible and creative problem-solver.

Major responsibilities will be:

1. Leadership:

- Ensures that people and resources are allocated appropriately to achieve the charter goals.
- Establishes and leads an effective school leadership team in a manner that engages and empowers others to take action and responsibility to achieve results.
- Articulates mission, values, and behavioral expectations that drive student achievement.
- Leads staff in maintaining a climate of excellence, accountability, and respect.
- Builds a school culture defined by integrity, rigor, inspiration, and motivation for all students and staff.
- Develops a clear direction and shared purpose that guides and unifies all stakeholders
- Leads by example, assuming responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings.
- Demonstrates personal growth and development and sets an example for others by seeking and reflecting on feedback and experiences.
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and discussing problems of mutual interest with



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others in the field.

2. Strategic and Organizational Planning:

- Ensures that frameworks and practices are in place to ensure regular cycles of long-range strategic planning and annual goal setting that incorporates data on student performance and stakeholder feedback.
- Drives a collaborative planning process with the school leadership teams that results in the development of yearly academic goals aligned with the charter goals.
- Ensures that programs and activities are developed, executed, and/or modified, to maximize mission impact.
- Ensures processes are in place to assess organizational performance and to support planning for ongoing school improvement.
- Assures an ongoing process of data.

3. Administration and Human Resources

- Works to ensure that the principles of best practice and integrity guide all school operation
- Supervises hiring/firing of all personnel.
- Ensures compliance of all policies, procedures, and directions.
- Ensures compliance with relevant workplace and employment laws.
- Ensures that job descriptions are developed and that regular performance reviews are completed and documented.

4. Positive School Culture

- Ensures the development of an explicit shared vision for the school that incorporates the voices and perspectives of diverse stakeholders and opinions.
- Fosters open communications among staff and respects differences of opinion.
- Effectively delegates decision making and problem solving to appropriate personnel.
- Listens to and responds appropriately to staff, student, parent, and community concerns.
- Includes various stakeholders in decision making where appropriate.
- Clearly communicates decisions and rationale to all affected.
- Promotes a climate of professional collegiality and respect.

5. Board Partnership

- Works collaboratively with the Board as stewards of the charter.
- Partners with Board in identifying and cultivating a diverse Board that links the school to stakeholders and brings in valuable relationships and resources to the school.



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- Promotes understanding and good-working relationships between the Board and staff.
- Provides direction and communicates to the Board on all school related matters.
- Provides pertinent information and reporting to the Board.
- Recommends needed policy changes and action.

6. Fundraising and Marketing

- Works collaboratively with the Board to advance a clearly defined plan that guides all fundraising and marketing strategies employed by the school.
- Actively recruits a diverse donor base of individual, business, foundation and government segments.
- Develops a strategic marketing plan that provides a clear and concise message.
- Establishes positive relationships with individual donors and institutional funders.
- Oversees the execution of marketing and media relations.
- Serves as primary spokesperson to all audiences (government, media, funders, and community partners).

DESIRABLE EXPERIENCES, CAPABILITIES, ATTRIBUTES, AND COMPETENCIES:

The next CEO Of Green Woods Charter School should certainly have the following experiences , capabilities, attributes, and competencies, as suggested and preferred by the school’s stakeholders in recent engagement sessions:

- **Executive orientation, with the capability to recruit, support, manage, and sustain a high-quality team:** On a daily basis, the next GWCS CEO will likely allocate his/her energies to internal and external issues, i.e., directly managing the senior leadership team, achieving academic excellence through the faculty, and delivering excellent service through the staff and vendors. The CEO should have experience in identifying and selecting great talent, and be able to build teamwork and collaboration amongst GWCS employees. The individual should have the capacity and willingness to listen to ideas and encourage others to innovate for the overall good of the school. Just as important will be the individual’s efforts to build capacity within GWCS in order to retain high performing staff members, and being committed to adopting and implementing administrative and business best practices.
- **Demonstrated success as a school leader in a K-8 school setting:** The new CEO is expected to have a track record of leadership and management, and in conjunction with the senior leadership team, provide support for teachers in delivering a superb academic program. The GWCS



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community is looking for someone who, regardless of previous school settings, has shown the ability to lead *and* manage, formulating effective strategies, and making decisions based on data and research. Additionally, the CEO will support teachers in receiving professional development and advanced training so they can continue focusing on the academic goals of the school.

- **Knowledge and background of Environment as an Integrating Context (EIC), or similar environment-centered or STE(A)M educational curricula:** Because EIC is a framework for integration, and not a proscribed pedagogical approach, Green Woods has developed its own interpretation of an environment-based educational program. Science and mathematics are taught at every level, and we will have robotics and engineering classes for the upper grades starting in the fall of 2016. Additionally, we offer arts, music, physical education, and other subjects to provide a well-rounded educational program. The successful CEO candidate may not be a specialist in STE(A)M, but will certainly be committed to including the "A" (Arts) in a STEAM-oriented curriculum and see the value of arts and music education in the full social and emotional development of GWCS students.

Service learning and project-based instruction should be an integral part of the CEO's approach, encouraging GWCS students to apply their learning in a multitude of situations. The community also hopes that the CEO will be committed to social/emotional development, physical education, and the use of indoor and outdoor classrooms.

- **Capacity to build partnerships and alliances with other schools and organizations for funding and program development:** GWCS has opportunities to expand and deepen its existing relationships with other EIC-based or STEM-based schools; foundations and associations; community-based organizations with related interests in the environment and research-driven projects; service learning organizations; and neighborhood groups and local businesses. The new CEO should dedicate time and energy to fostering those relationships; raise awareness and generate enthusiasm for Green Woods, and source additional funding and opportunities for supporting the school.
- **Professional credibility and interpersonal skills to influence and convene stakeholders:** GWCS seeks an individual who understands the importance of effectively and regularly communicating with all GWCS constituencies; working towards informing and building support; and navigating the diverse and complex interests of all stakeholders. The community feels that stakeholders (e.g., parents, teachers, community residents, board members, etc.) should have transparent and frequent information on GWCS' progress. Ongoing parental engagement should be a high priority for the new CEO, and it is expected that the CEO will work in concert with the Parent Teacher



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Association (PTA) to improve school culture and cohesiveness. and helping the school obtain resources.

In addition to these desirable qualities, the GWCS community wants to the new CEO to have the following experiences or perspectives in order to be truly effective:

- A demonstrated commitment to working with diverse communities, aligning them toward a common mission and moving them measurably forward. This commitment will extend to increasing all aspects of diversity in the student body and across the school staff.
- While direct experience in the Philadelphia educational space is not a requirement, it will be valuable if the CEO has related work experience in a similar large city setting, with a mixture of traditional, charter, private, and parochial schools.
- Strong understanding of charter school laws, policies, and protocols.
- Connections and/or relationships within the charter school segment.

POSITION AVAILABILITY:

The CEO position is currently available.

COMPENSATION AND BENEFITS:

A highly competitive compensation and benefits package, commensurate with qualifications and experience, will be provided to the successful candidate.

This is an extraordinary opportunity for an exemplary educator and school leader. Qualified candidates are invited to submit a resume by attachment in WORD or PDF to:

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