



Chief Executive Officer Opportunity

Philadelphia, Pennsylvania

Who We Are

Founded in 2007, Northwood Academy Charter School (“Northwood”) has a well-developed academic program that emphasizes comprehensive literacy and mathematical instruction. Northwood prides itself on having well-qualified teachers with high rates of retention that fosters continuity in learning objectives for our students.

Northwood is a K-8 urban public school educating 750+ students from various Philadelphia neighborhoods.



Northwood's Mission

Northwood is a comprehensive learning sanctuary that educates and supports the whole child. Northwood achieves this by working as a highly qualified team that delivers collective knowledge, creativity, and real-world learning experiences needed for students to become successful individuals.



The Northwood Approach

Northwood places emphasis on higher level thinking skills that are incorporated into every facet of each content area. Teachers use small group instruction, whole class differentiated instruction, cooperative learning, flexible grouping, and peer supports to encourage student growth and success.

Northwood Pride

Northwood Pride consists of three (3) critical elements:

- **Excellence in Programming**
 - Northwood's core instructional program is driven by local, state, and federal standards. Data-driven decisions are based on student outcomes and metrics.
- **Belief in Children**
 - Northwood honors every individual as unique and valuable to the overall culture of Northwood. To that end, Northwood recognizes and embraces diverse cultures, backgrounds, learning styles, and social-emotional development.
- **Dedicated Staff**
 - Each staff member is charged with the care and well-being of every child. This is achieved through a kind human spirit, cultural competence, and keen awareness. By respecting and supporting students, their families, and staff on a regular basis, Northwood honors and upholds this commitment.



Northwood's Chief Executive Officer Opportunity

Northwood is seeking a highly experienced Chief Executive Officer ("CEO") with a demonstrated track record of providing strong, collaborative, and transformative leadership in an urban elementary school setting. In addition, the CEO will have a demonstrated track record of successful change leadership, fiscal responsibility, and deep knowledge of current best practices in elementary education.

The CEO must have a history of establishing strong stakeholder relationships, both internally and externally. The goal is to cultivate relationships that result in enhanced community partnerships that support the overall education and development of Northwood's students in the short and long-term.

Opportunities for Northwood

- **Support the creation and/or refinement of strategies for the school as a learning sanctuary that educates and supports the whole child.** The CEO must be able to provide vision for the school that embraces the mission and vision of Northwood while creating opportunities for expansion and differentiation.
- **Support and advise on the establishment of a learning model that aligns with Northwood's commitment and philosophy of educating the whole child.** This will require the CEO to possess a strong leader competence, with demonstrated ability in developing high-performing teams through collaboration and accountability. This will further require a keen sense in meeting the needs of diverse stakeholder groups.
- **Build a strong operational framework for overall school management.** To ensure current and long-term sustainability relative to efficient and effective school operations. It is imperative that the CEO provides competent, consistent oversight in the development and management of systems and processes, including but not limited to: administrative and financial management, fundraising/development, legal and risk mitigation, as well as reporting and compliance.
- **Be a visible leader that facilitates and supports an inclusive culture that embodies a strong sense of community for all stakeholders.** This will ensure that Northwood provides an environment that is conducive to operating efficiently and effectively for Northwood's community at large.



Opportunities for Northwood, cont'd

- **Build a detailed, well-articulated strategy for community/stakeholder engagement.** In order for Northwood to realize its mission, each and every Northwood stakeholder needs to be engaged and feel like their voices are heard. Building partnerships and communicating with the diverse set of stakeholders – e.g., families, partners, board members and funders, while encouraging the leadership team to do the same, will be paramount.

Overview of Roles and Responsibilities



The CEO will be responsible for leading the organization through a transformative stage, as well as providing ongoing oversight of all school operations.

The CEO will work with an administrative team comprised of a COO, Principal, Assistant Principals, Director of Special Education, and Human Resources. The CEO will report to the Board of Trustees and will be responsible for all facets of the school including:

- Championing the vision of the school.
- Effecting transformative change.
- Building organizational culture.
- Supporting development activities.
- Ensuring effective use of the learning framework to drive instruction and school climate.
- Developing and managing the administrative team to meet all performance goals of the school.
- Leading communications and maintaining relationships with all stakeholders.
- Fiscal management and oversight (budgets, vendor contracts, personnel, etc.).
- Partnering with and overseeing all human capital and human resources functions.
- Building relationships with Northwood's partners and community (charter partners, external affiliates providing services to our students).
- Prioritizing the building of relationships with Northwood families.
- Maintaining a positive relationship with the School District of Philadelphia.
- Ensuring compliance with all relevant city, state, and federal regulations.
- Manage and mitigate risks where appropriate.

Professional Qualifications

- Experience working for an educational organization or program focused on the “whole child.”
- Skilled educational administrator, with strong leader competence and demonstrated business management experience, including oversight of finances, facilities, legal and risk management, and personnel matters.
- Strategic thinker with the ability to oversee daily operations, holding self and others accountable to desired outcomes.
- Experience working in a multi-faceted organization.
- Demonstrated experience in Special Education required.
- Exceptional communication skills across diverse audiences.
- Experience working collaboratively with a board.
- Teaching experience (especially in elementary grades) preferred.
- Experience working in an urban school (charter school preferred).
- Fundraising experience preferred.

Education

- Advanced Degree in an Education related field.
- Principal or Superintendent certification required.

Leadership Qualities

- A passion to positively influence and change the lives of young children.
- An engaged, collaborative, and accessible approach.
- A genuine desire to connect with teachers, students, families, and the broader community.
- Entrepreneurial, motivated, problem-solver who initiates and develops effective partnerships.
- Ability to develop the staff and leadership team through mutual accountability.
- Capacity to manage a diverse workforce in a complex organization.

How to Express Interest

Interested candidates should submit resumes, statements of educational philosophy, and references to tmims@yourtotalhrsolution.com. All submissions will be held in strictest confidence.

