

The Superintendent is the educational leader of Northland Preparatory Academy (NPA), responsible for overseeing the administration, programs, budget, personnel, facilities operations, and strategic plan of NPA. Other key duties include building stakeholder relationships, recruitment, fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

#### **GENERAL RESPONSIBILITIES:**

1) Mission and Strategy: Works with Board of Directors, administration, faculty, and staff to ensure that the school's educational mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for strategic planning with the Board and administration to ensure NPA can successfully fulfill its Mission into the future
- Responsible for implementation and evaluation of strategic planning targets and benchmarks
- Responsible for conveying the vision of NPA's strategic future to staff, board, volunteers, donors, and other stakeholders
- Responsible for establishing and building relationships with various organizations throughout Arizona to strategically enhance NPA's Mission
- Responsible for planning, delegating, program development, and task facilitation
- Responsible for the enhancement of NPA's image by being active and visible in the community and by working closely with other professional, civic, and private organizations

2) Governing Board: Works with the Board of Directors to fulfill the school mission.

- Responsible for leading NPA in a manner that supports and guides the school's mission as defined by the Board of Directors
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Report to and work closely with the Board of Directors to seek their involvement on policy decisions, fundraising, and to increase the overall visibility of NPA within the community
- Responsible for implementation of other duties as delegated by Board of Directors

3) Educational Leadership: Enlists and guides talents and energies of administrators, teachers, and other stakeholders toward continued excellence and well-rounded education at NPA.

- Demonstrates transparent and high integrity leadership
- Develops and continually builds relationships with NPA stakeholders
- Serves as the head educator and is responsible for the education and administration of the school
- Oversees, collaborates with, and evaluates administrative team members to fulfill vision, mission, and successful operation of the school
- Monitors the social and emotional well being of the school (climate and culture) and implements interventions as needed
- Ensures administrative team effectively evaluates faculty and staff

- Serves as NPA's primary spokesperson to the organization's constituents, the media, and the general public

4) Financial Performance: Identifies and develops resources sufficient to ensure the financial health and growth of the organization.

- Responsible for the fiscal integrity of NPA, to include submission to the Board a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization
- Responsible for keeping organization in compliance with all facets of Arizona Department of Education (ADE) and Arizona Revised Statutes (A.R.S.)
- Ensure NPA maintains full compliance with Arizona School Board Association (ASBA) guidelines and best practices
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and growth of the organization in a positive financial position
- Responsible for fundraising and developing other resources necessary to support NPA's mission and vision
- Responsible for overseeing marketing and advertising regarding enrollment and fundraising efforts
- Responsible for monitoring and growing enrollment when needed as determined by the Board of Directors

5) Personnel and Facilities Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of NPA
- Responsible for effective administration of NPA's operations and communications
- Responsible for the retention and recruitment of competent and qualified administration, faculty, and staff
- Responsible for signing and overseeing all notes, agreements, and other memorandums on behalf of NPA
- Responsible for overseeing improvements and maintenance of the school's physical assets