



OVERVIEW

Riverview Charter School is a small, diverse learning community that engages students in meaningful and innovative learning experiences. Emphasizing “learning by doing,” family and community involvement and engaged citizenship, Riverview nurtures the whole child and prepares each student for a global society. We enroll students from kindergarten through 8th grade, from across Beaufort County.

JOB SUMMARY

We are seeking an experienced and visionary Director to provide strategic leadership and effective management for Riverview Charter School. The Director serves as the Chief Executive and reports directly to the Board of Directors for Riverview Charter School. The Director will oversee the day-to-day operations, financial management, instructional leadership, and community engagement. Your commitment to educational excellence, passion for student success, and ability to inspire and motivate a diverse team will be instrumental in driving the continued growth and success of our school.

RESPONSIBILITIES

- **Organizational Leadership (50%)**
 - Supervises the day-to-day operations of the school
 - Identifies and addresses challenges, ensuring effective problem-solving
 - Support and collaborate with staff to maintain a positive and productive school environment
 - Develop, implement, and evaluate RCS Strategic Plan

- **Fiscal Management (25%)**
 - Oversee budget development, ensuring fiscal responsibility and adherence to approved budget
 - Work closely with the Board to prepare and present the annual budget
 - Monitor income and expenses, implementing financial strategies to support the school's sustainability
 - Explore alternative revenue streams to support the school's financial stability
 - Ensure proper management and allocation of incoming funds through the budgeting process

- **Community Engagement (10%)**
 - Foster strong relationships with parents, encouraging active participation in the school community
 - Represent the school at parent and community events, maintaining open lines of communication
 - Promote the philosophy, vision, and mission of the school, ensuring alignment with stakeholders



- **Marketing and Public Relations (10%)**
 - Encourage student enrollment and oversee the lottery process
 - Cultivate positive relationships with other schools, local businesses, relevant educational organizations and Beaufort County School District (authorizer)
 - Participate in district training and meetings to stay connected with the educational community

- **Board Relations (5%)**
 - Collaborate with the Board, providing timely and accurate monitoring data
 - Implement Board policies and decisions, proposing effective policies and changes as needed
 - Keep the Board informed of relevant issues and progress concerning the school
 - Participates effectively on Board sub-committees when required

QUALIFICATIONS

The next Director of Riverview Charter School is expected to have:

- Minimum of three (3) years of experience in a high-level leadership position
- Proven track record in strategic planning and financial management
- Excellent interpersonal and communication skills, with the ability to engage and collaborate with diverse stakeholders
- Demonstrated ability to foster a positive and inclusive culture
- Knowledge of organizational/educational policies, trends, and best practices
- Bachelor's degree required; Master's degree preferred

TO APPLY

Applicants are requested to submit the below information to [insert link](#) by February 15, 2024.

- Application
- Letter of interest
- Current resume and transcripts
- List of 3 Professional References

An Equal Opportunity Employer

It is the policy of Riverview Charter School to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.

Approved Dec 19, 2023