



Position Description **Executive Director PAVE Red Hook**

Overview

PAVE Academy Charter School (or “PAVE Red Hook”) is a public charter school in Brooklyn, NY preparing 490 K-8 scholars to gain access to and thrive in competitive high schools and four-year colleges. Founded in 2008 on the belief that a strong school can transform a community, the school is located amongst many of its scholar families in Brooklyn’s historic Red Hook neighborhood. Red Hook is known for being an intimate small community within a big city, nestled between Brooklyn Queens Expressway and Brooklyn’s waterfront, and hosting the city’s second-largest housing development. [PAVE](#) provides an academic program and a culture reflecting the organization’s core values of Perseverance, Achievement, Vibrance, and Excellent Character (PAVE). Within PAVE Red Hook, 97% of scholars are children of color, 87% are eligible for the Free and Reduced Lunch Program, 22% are special needs, and 12% are English Language Learners.

The Opportunity

At the conclusion of the 2019-20 school year, PAVE Red Hook transitioned from a shared services support structure within PAVE Schools, a multi-state charter management organization, to become a stand-alone site. As such, the leadership team’s focus on PAVE’s scholars, their families, and their collective experience has expanded to include the operations, talent, and finance functions which were previously managed by the CMO. Feeling that this inflection point presents a natural opening for a new leader, PAVE Schools Founder Spencer Robertson will transition out of the Executive Director role and onto the board in June 2021.

Therefore, the new Executive Director will be given an outstanding opportunity to play an integral role in the landscape of PAVE’s beloved community of Red Hook, and to lead and champion a close-knit organization full of educators and families committed to serving its children. Further, this is a unique professional opportunity for a seasoned leader to oversee an organization navigating the natural tensions between competing priorities as it transitions into the next stage of its evolution. Specifically, the PAVE Red Hook Board and leadership team are seeking a unique leader who can attend to and balance three priorities:

1. Driving the leadership development of principals, the instructional development for teachers, and firmly establishing pedagogical norms in service to enhanced scholar outcomes;
2. Designing, codifying, and implementing more efficient and formal operational systems, structures, and practices in service to strengthened school operations; and
3. Fostering and sustaining a culture known for its personal touch with families and tailored support of scholars

The Position

In addition to embodying the PAVE Red Hook mission, the Executive Director’s *specific responsibilities* will be:

Organizational Management

- Leading and championing PAVE’s organizational vision and embodying its core values
- Overseeing all aspects of the organization and assuming ultimate accountability for the school, its budget and related finances of \$10M+ and - in close collaboration with the Board of Trustees - setting clear strategic, academic, operational, and financial goals

- Building a strong partnership with the Board by engaging Trustees collaboratively and productively, and promoting rigorous discussion to solve key challenges
- Managing and supporting the Elementary School Principal, the Middle school Principal, the Managing Director of Operations and Finance, and the Senior Director of Curriculum
- Developing new and nurturing existing philanthropic relationships, and leading all fundraising efforts
- Embracing PAVE's role, voice, and opportunity in the Red Hook community by engaging meaningfully and humbly with parents, existing partners, local leaders and organizations, and elected officials
- Promoting PAVE's brand through publications, events, social media, and authentic local engagement

Instructional Program Development & Leadership

- Providing vision, oversight, mentorship, and ultimate accountability for taking PAVE's instructional priorities and approach to the next level
- Directly supporting the professional development of principals, teachers, and instructional support staff through mentorship, goal-setting, observation, and evaluation
- Promoting the innovation, testing, piloting, and scaling of new solutions that drive student achievement

Operational Refinement & Excellence

- Working closely with PAVE's operations team to assess, articulate, and act on the organization's need for refined operational systems and structures for (but not limited to) finance, technology, facilities, reporting and compliance, data and analytics, family and community engagement
- Implementing effective accountability systems to assess and drive progress toward goals, key strategic priorities, and implementation plans and ensuring that decision-making rights and processes are clear
- Ultimately, in collaboration with the operations team, ensuring the alignment and compliance of curricular programs, data management, and academic/student systems with proprietary and state assessments
- Serving as chief liaison to the SUNY Charter Schools Institute, leading the annual school review process as well as all contract negotiation and relationship management

Qualifications

The PAVE Board and leadership team believe that the next Executive Director *must* possess the following professional experience, skills, and personal characteristics in order to attend to PAVE's specific priorities:

Professional experience:

- Senior-level leadership experience that validates their stated readiness to lead a complex mission-driven educational organization
- A reputation - and corresponding results - for managing and/or coaching K-8 academic and instructional leaders to improve and enhance their craft and its impact on students
- Building and implementing organizational systems and processes that ensure operational efficiency and cross-functional communication and collaboration
- Outreach to and engagement within the community surrounding and supporting an organization and its mission resulting in relationship building and meaningful partnerships in service to key stakeholders
- A Bachelor's Degree

Skills:

- Knowledge of current, best-in-class pedagogical practices in K-8 and a deep understanding of the developmental needs of students in this age group
- Facility with data and data-driven decision making, particularly as it pertains to K-8 student achievement
- Strong general and people management skills
- Demonstrably strong communication skills, both orally and written
- The ability to confidently elevate and amplify conversations about race, class and equity

Personal characteristics:

- Unwavering commitment to the achievement of all students - particularly those traditionally underserved - and belief in PAVE's core values of Perseverance, Achievement, Vibrance, and Excellent Character
- A leadership style and presence that inspires confidence and passion
- Commitment to continuous self and organizational improvement and the persistence, zeal, scrappiness, and spirit to lead an evolving, mission-driven organization toward ambitious goals
- Curiosity and excitement about being an active part of - and voice within - the vibrant Red Hook community, the demographics of which are rapidly changing to include more Latinx families and increased gentrification
- The maturity required to be the public face of PAVE Red Hook and the eloquence required to serve as a spokesperson to a wide variety of audiences
- Demonstrable and deep commitment to social justice and equity and maturity, EQ, and self-awareness conducive to participation in authentic organizational engagement and reflection on these issues

While not required, the following credentials would be preferred:

- Prior experience in charter schools
- A relationship to New York, and Brooklyn in particular
- A relevant graduate degree

Reporting Relationships

Reporting directly to PAVE Red Hook's Board of Trustees, the Executive Director will manage and support a team of five talented and committed school leaders: two Principals, the Managing Director of Operations & Finance, Director of Human Resources & Recruitment person, and the Senior Director of Curriculum.

Compensation

The salary for the Executive Director role is competitive and organizational benefits include medical, dental, vision insurance as well as a matching 401(k) retirement plan, flexible spending accounts, commuter benefits, and long- and short-term disability.

To Apply

The review of applications will begin immediately and continue until the position is filled. For best consideration, please submit a cover letter and resume to monisha@promise54.org by December 18, 2020.

Non-Discrimination Statement

PAVE Red Hook does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.