



# CORNVILLE REGIONAL CHARTER SCHOOL

FOSTERING RESPONSIBLE, INDEPENDENT, HAPPY, CURIOUS LEARNERS

## **Board Committee: Executive Director Support and Evaluation**

December 7, 2015

Attending: Jean Walker, Stephanie Miller, Stacy DeMerchant, Travis Works

The task of the committee was to look at the current job description of the Executive Director and make any changes as we look to fill the position.

### **Previous job description of Executive Director qualifications:**

Bachelor's Degree from an accredited, four-year college or university; an advanced degree is preferred...

### **Suggested changes to Executive Director qualifications:**

Certificate of Advanced Graduate Study or Master's Degree; minimum of 5 years successful experience as a school administrator; Maine Department of Education certification as Superintendent (010); demonstrated flexibility and experience in effectively solving challenging problems through a positive, collaborative approach; demonstrated ability to build relationships with a variety of populations; knowledge of and experience with fund development; demonstrated commitment to accountability requirements and strategic planning; expert-level written and oral communication skills; strong interpersonal and team building skills; ability to find creative solutions to challenges that arise; excellent organization skills and the ability to meet deadlines; demonstrated initiative and skills in the following areas: relationship and community building, educational leadership, communication, conflict resolution, creativity, problem solving, decision making and time management; working knowledge of QuickBooks strongly preferred; entrepreneurial outlook and charter school commitment.

**Recommendation: The committee recommends that the change in ED qualifications be accepted.**

Respectfully submitted,  
Jean Walker