



JOB SPECIFICATION

ORGANIZATION: Academy of the Pacific Rim Charter School
POSITION: Executive Director
LOCATION: Hyde Park, MA
REPORTS TO: Board of Trustees

Background

A trailblazer in the charter movement, the Academy of the Pacific Rim Charter Public School (APR) has remained one of the most prestigious and renowned charter schools in Boston and nationally since opening in 1997. Now serving 545 students in grades 5 through 12, APR has a mission to empower students of all backgrounds to achieve their full intellectual and social potential. Located in Hyde Park, the southernmost neighborhood of Boston, APR has a vision that all students graduate with a focused mind and a big heart ready to succeed in post-secondary education, careers, and civic life.

Three key design elements have been hallmarks of the school's history: college preparation, character education, and global perspective. APR alumni have a strong track record of college persistence. Two-thirds of the school's graduates persist to college graduation, which is four to seven times higher than the national average for students from similar backgrounds. By the time they graduate, APR students complete 225 hours of enrichment programming, which includes college and career exploration and community service. Finally, APR students develop a deep-rooted understanding of the scope of the world beyond their city and country. Historically, this has happened through a long-standing relationship with a partner school in Beijing, where students have the opportunity to participate in a rigorous exchange program.

APR prides itself in an adult culture that is inclusive, challenging, supportive, and that actively counters patterns of inequity. The staff is composed of driven, passionate educators who love kids, are dedicated to their craft, and constantly push one another to learn and grow. Great teaching and learning are central to the school's culture, and the Board and Leadership Team prioritize flexibility, resources, and support to staff so that every minute with students drives towards the school's mission. As this great work happens every day, APR is committed to a) building an organization at all levels that more closely reflects the community and students served, b) consistently reflecting on and evaluating systems and practices around diversity, equity, and inclusion, and c) developing a shared vision for antiracism and incorporating that into the fabric of the school.

For more information about Academy of the Pacific Rim Charter School, please visit their [website](#).

Opportunity

Now in its 25th year, APR is at a unique moment in time as the school seeks to honor its history, legacy, and traditions, while leaning into new aspirational commitments that are core to its mission and academic program; these are deeper learning and restorative practices. APR is committed to these educational practices, while



consistently developing a mindset of ongoing self-awareness, reflection, curiosity, and learning so that decisions are consistently rooted in equity.

The Academy of the Pacific Rim's Board of Trustees is seeking a proven, dynamic leader to serve as the Executive Director (ED) and build upon the success of the past while defining the path ahead in order to operationalize new commitments and drive strong academic outcomes for students. The ED will galvanize the APR community around a new vision for the future that integrates key foundational aspects of the school with new efforts, initiatives, and priorities. The new ED will be expected to embody, promote, and clarify the mission, vision, and goals of APR and shape the school's next chapter.

The ED will lead APR to accomplish the following:

- Create and deliver on a multi-year strategic plan in concert with the Board of Trustees, staff, students, parents/families, and other key stakeholders to:
 - Drive strong student and alumni academic outcomes, including college preparation, acceptance, and matriculation;
 - Lead critical change management efforts in support of the school's mission and vision;
 - Create consistent school-wide practices, structures, and goals related to restorative practices, grading for equity, and deeper learning, in addition to creating systems to measure the impact of these priorities on student learning and achievement outcomes;
 - Foster an inclusive, collaborative, and accountable organizational culture and structures across the school;
 - Expand community/parent involvement;
 - Increase student enrollment and retention;
- Maintain a strong financial position with a budget surplus.

The ED will report to the APR Board of Trustees and directly manage the leaders of the academics, program, and operations teams.

Responsibilities

Strategic Leadership

- Create a multi-year strategic plan in collaboration with the Board of Trustees, Leadership Team, staff, students, families, and other key members of the APR community;
- Ensure accountability by setting clear academic, operational, and financial goals and priorities aligned with the strategic plan;
- Codify and clarify the common systems and structures across the school related to deeper learning, restorative practices, and grading for equity; communicate these systems to key stakeholders and create mechanisms to measure their impact on student achievement.



Team Management and Culture Building

- Develop, coach, and retain a high-performing, diverse Leadership Team and manage them towards ambitious goals;
- Foster an inclusive and collaborative culture where everyone is focused on student achievement;
- Create and execute strategies to improve teacher retention, especially BIPOC educators.

External Partnership, Engagement, and Sustainability

- Externally champion the vision, mission, goals, and values of APR, including speaking publicly, and communicating widely about the work and accomplishments of the school;
- Create and execute strategies to increase student enrollment and retention;
- Continue to develop an engaged, diverse, and active Board in close partnership with the Board Chair;
- In collaboration with the Board of Trustees and Leadership Team, ensure that APR has a strong long-term financial plan; manage the organizational budget of approximately \$12M while laying the groundwork to increase fundraising opportunities over time.

Qualifications

The ideal ED candidate will bring the following experiences, skills, and mindset/values:

Experience

- At least ten years of professional experience, including successfully leading a school or education nonprofit to meet ambitious student achievement goals in the education sector;
- Expertise successfully building, managing, developing, and supporting inclusive, high-performing, diverse teams;
- Experience working with a student population similar to APR;
- Track record of well-developed emotional intelligence, humility, empathy, and receptiveness to feedback;
- Experience leading the vision and direction for an organization and defining strategies to operationalize a vision;
- A track record of motivating, and empowering others and investing stakeholders in a vision;
- Successful change management experience in the education sector; experience creating/codifying systems to support change;
- Experience building and stewarding external partnerships and serving as the external face of an organization a plus;
- Experience managing an organizational budget required; fundraising/development experience a plus;
- Experience successfully working with boards preferred;
- A Bachelor's degree from an accredited, four-year university required, advanced degree or equivalent preferred.



Skills

- Ability to build an inclusive workplace where diversity is valued and leveraged to achieve the vision and mission of the school;
- Ability to create a strategic plan with clear metrics for success, and lead a team to execute the plan;
- Ability to collect different perspectives, make difficult decisions, and stand by them;
- Superior relationship management skills, and the ability to engage and inspire a variety of stakeholders.

Mindset/Values

- Philosophical alignment with the mission and vision of APR, commitment to antiracism, deeper learning, and restorative justice, and an appreciation for APR's history and legacy;
- Results-driven leader with an outcomes orientation;
- Belief in the importance of engaging with and investing in students, families, and the broader school community;
- A deep-seated commitment to leading with integrity and transparency;
- Openness to innovation; ability to create space for teams/individuals to take risks and continuously improve;
- Collaborative and accessible leadership style; present and engaged leader.

We understand that there are many paths to acquiring experience, and that lived experience can provide important skills and abilities. Therefore, we welcome candidates from diverse and nontraditional backgrounds for this role, including those who have demonstrated transferable skills to carry out the major duties outlined in this job description.

To apply, please email your resume to Jobs@k12searchgroup.com with a subject line of "Academy of the Pacific Rim ED." **Applications must be received by midnight on February 28, 2022.**