

**Woodlands School Inc.  
Milwaukee Wisconsin  
Executive Director/Principal Job Description**

**About Woodlands**

Woodlands School, founded in 1936, has been a public charter school through the University of Wisconsin-Milwaukee since 2003. It currently enrolls more than 500 students in grades K4 through eighth grade at two campus sites in a multi-aged learning environment, Bluemound and State Street. It is known for achieving academic excellence within a safe and nurturing environment. The curriculum centers around “The Woodlands Way” which is a character-based education approach that helps a diverse population of students recognize and develop strong and positive values. It is based on the idea that strong character education creates happy, sensitive, creative children who grow into adults who are morally and socially responsible.

**Summary (or Purpose)**

The Executive Director serves as the chief administrative official, providing overall strategic direction and leadership for Woodlands School (“Woodlands” or “the School”), a University of Wisconsin-Milwaukee Charter School, under the direction of the Woodlands Board of Trustees, and in collaboration with all relevant stakeholders. The Executive Director directly manages the Principals for both campus sites along with the Business Manager, and anyone identified by the Woodlands School, Inc. Board of Trustees.

**Experience and Skills**

Demonstrated ability to communicate and lead in a collaborative environment with experience in development activities and third party sourcing of funds for schools and/or non-profit organizations is preferred.

**Responsibilities**

**Leadership** – *Ensures that people and resources are allocated appropriately to achieve the mission and vision of the School.*

- Establishes and leads an effective school leadership team in a manner that engages and empowers others to take action and responsibility to achieve results.
- Articulates mission, vision, values, and behavioral expectations that define the Woodlands Way to all stakeholders.
- Leads staff in maintaining a climate of excellence, accountability, and respect.
- Works with administrators, faculty and staff to ensure academic success for all students.

**Strategic and Organizational Planning** – *Oversees and directs regular cycles of long-range strategic planning and annual goal setting.*

- Drives a collaborative planning process with the school leadership team that results in the development of yearly academic goals aligned with the charter goals.
- Supervises all aspects of legal and charter compliance including keeping abreast of legislation and other regulatory developments.

- Develops, articulates, and maintains policies and procedures that are consistent with the School's mission and vision.
- Works with Administrative Team and School Staff, the Board Finance Committee and the Board of Trustees to prepare the budget, monitor its progress and initiate changes as appropriate.

**Board Partnership**—*Works collaboratively with the Board to further the mission and vision of the School.*

- Partners with Board in identifying and cultivating a diverse Board that links the school to stakeholders and brings in valuable relationships and resources to the school.
- Promotes understanding and good-working relationships between the Board and staff.
- Provides direction and communication to the Board on all school related matters.
- Recommends needed policy changes and action.

**Fund Development and Community Relations**—*Responsible for determining the overall strategic purpose and goals for raising money.*

- Oversees the ongoing fund development plan, which secures third party funding sources for Woodlands School.
- Actively recruits a diverse donor base of individuals, businesses, foundations and government segments.
- Oversees a strategic marketing plan that communicates the school's mission and vision with a clear and concise message to all stakeholders, including parents, students, staff, community partners and grantors.
- Acts as official spokesperson to the public and the media regarding the School.
- Oversees and maintains strong relationships with parents and the community.
- Oversees the development and management of an endowment and planned giving program in concert with the Board Finance and Fund Development Committee.

**Administration and Human Resources**—*Works to ensure that best practices and integrity guide all school operations.*

- Recruits and retains a highly qualified staff with diverse experiences, backgrounds and perspectives that support the Woodlands School's mission and vision.
- Manages hiring/firing of all personnel.
- Ensures compliance of all relevant laws, regulations pertaining to the School, including compliance with all terms and conditions of the School's charter.
- Ensures compliance with relevant workplace and employment laws.
- Ensures that job descriptions are developed and maintained and that regular performance reviews are completed and documented.

**Educational Leader**

- Develops and evaluates the educational program to ensure conformance to charter, state and school board standards.
- Develops and coordinates with the staff and teacher the educational programs in accordance with the Woodlands School mission and vision.
- Confers with and leads to resolution teacher, student and parent educational and or behavioral problems.
- Develops and administers educational programs for students with mental or physical disabilities.
- Establishes and maintains relationships with the University of Wisconsin-Milwaukee, community organizations, and other schools to coordinate educational services.

**School Administration**

- Serves on the Administrative Leadership Team.
- Plans and monitors the school budget in conjunction with the Executive Director and Finance Committee of Woodlands School.
- Authorizes requisitions and allocates supplies, equipment, and instructional material as needed.
- Plans and directs building maintenance.
- Monitors the safety and security of the school building and property.

**Professional Qualifications**

Master's degree in Educational Leadership (M.Ed.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience, and relevant state licenses.