

Head of School 2027-2028 Full Job Description

Please see the [job posting](#) for details on qualifications, compensation, and how to apply.

• Mission, Vision, Values and Strategy

- Translate CCSC's mission, vision, and values into clear organizational priorities, measurable goals, and consistent decision-making across academics, culture, operations, and resource allocation.
- Partner with the Board and school leadership to anticipate, identify, and address strategic challenges, including reversing declining enrollment trends and improving student achievement, staff culture, organizational capacity, and financial sustainability.

• Academic Program and Student Outcomes

- Ensure the Educational Leadership Team:
 - Sets clear academic priorities, uses data to monitor progress, establishes accountability for student success across the organization, and adjusts programs accordingly.
 - Continuously grows and improves a rigorous and supportive college-preparatory academic program that meets or exceeds charter goals, including growth in areas of:
 - AP and dual enrollment participation and performance, particularly for English Learner (EL) students and students with disabilities.
 - Literacy and numeracy rates for all students and subgroups.
 - Overall MCAS performance and growth and shrinking performance and growth gaps for subgroups where they exist, particularly EL students and students with disabilities.
 - College matriculation and persistence outcomes for all students and subgroups.
- Set and communicate ambitious, measurable goals for student achievement, college and career readiness, persistence, and postsecondary success.

• People Leadership and Organizational Effectiveness

- Work with senior leadership and staff to build a strong and positive school culture (staff, students, families) grounded in trust, equity, collaboration, and accountability, so that all community members are aligned and engaged in service of CCSC's mission, vision, and values.
- Revise as necessary, nurture, and maintain an effective, responsive leadership and organizational structure that aligns roles, responsibilities, decision-making, and collaboration with CCSC's mission, strategic priorities, and evolving needs.
- Build and strengthen CCSC's leadership capacity by recruiting, retaining, developing, coaching and evaluating all members of the senior leadership team, as well as the Head of Finance and Accounting and the Director of College and Career Counseling; nurture leadership effectiveness and team functioning through goal-setting, professional development, feedback, and collaborative problem-solving.

CCSC does not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. CCSC can make documents available in any language upon request Community Charter School of Cambridge, in accordance with Title IX of the Education Amendments of 1972, does not discriminate on the basis of sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, marital status, familial status, pregnancy or pregnancy-related conditions, and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Individuals may report concerns or questions to the Title IX Coordinator. The Notice of Nondiscrimination is located [here](#). • CCSC ka ba ou dokiman ekri an kryol si ou vle. • CCSC le tendra los documentos disponibles a su petición • በተጠቃሚ ቢህኑ ከማንኛውም ፍጥነት ዝግጁ አድርጎ ማቅረብ ይችላል።

Qualified applicants with disabilities may request any reasonable accommodation needed to enable them to complete the application process.

- Develop systems to identify and cultivate emerging leaders across the organization, ensuring that CCSC's talent development practices promote excellence, equity, retention, and organizational stability..
- Maintain strong systems of accountability (aligned with the Employee Handbook and the Collective Bargaining Agreement) for employee performance and conduct.
- **External Relations, Development, and Advocacy**
 - Serve as the face of CCSC to students, families, staff, local and state education agencies (including DESE), community partners, and the broader public. Communicate transparently and consistently with students, families, staff, and partners about major initiatives, decisions, and developments.
 - Build and sustain strong relationships across the diverse populations and regional communities CCSC serves, including Cambridge, Everett, Revere, and Chelsea; develop a deep understanding of their perspectives, needs and aspirations. Cultivate donors and philanthropic partnerships to expand CCSC's impact and advance its mission.
 - Lead or co-lead fundraising strategy that supports current operations and future strategic growth in partnership with the Board and development staff.
 - Work with the Massachusetts Charter Public School Association and other partners to advocate for charter-friendly policies and effectively respond to sector challenges.
- **Union and Compliance**
 - Serve as lead management representative in CCSC's relationship with the union, including contract negotiations (in partnership with Board/HR and legal counsel) and ongoing implementation of the Collective Bargaining Agreement.
 - Ensure compliance with all applicable state and federal laws and regulations, charter conditions, and accountability measures; oversee timely and accurate reporting (e.g., Annual Report, Accountability Plan, DESE/OCSSR program reviews).
 - Successfully lead CCSC through charter renewal cycles, including site visits, documentation, and responsiveness to OCSSR; ensure ongoing alignment with the charter and Accountability Plan goals.
- **Financial and Operational Oversight**
 - Provide overall leadership for financial health and risk management; Work with board and senior leadership to develop a multi-year budget that supports the school's strategic growth and development. Ensure CCSC remains in strong standing on DESE financial indicators (see [DESE charter financial dashboard](#)) and in the annual independent financial audit.
 - Work closely with the operations and finance teams to ensure facilities, transportation, technology, and other operational systems are safe, efficient, and aligned with strategic priorities.
- **Board Partnership and Governance**
 - Report to the Board of Trustees and serve as an ex officio, non-voting member of the Board.
 - Maintain a candid, strategic, and appropriately structured relationship with the Board Chair and Board of Trustees:
 - Ensure that the Board receives timely information (e.g. academic performance, enrollment, financial conditions, staffing, culture, compliance, risk, and progress toward strategic priorities and goals) necessary to fulfill its fiduciary, strategic, and oversight responsibilities.
 - Seek Board input on major strategic, financial, legal, reputational, and organizational matters.
 - Support the Board in its own effectiveness, including professional development around board compliance, effectiveness, and equity / cultural responsiveness; strategic planning; committee work; succession planning; increasing Board presence in the school; and community advocacy.
 - Implement Board-approved policies and decisions.