

Position Available—Executive Director of Maritime Academy of Toledo, Toledo, OH

The Maritime Academy of Toledo is seeking a visionary, collaborative, and highly effective Executive Director to lead our public community school in providing excellent educational opportunities for our students. The successful candidate will be an experienced and strong leader with a proven record of fostering academic excellence, promoting a positive school culture, engaging families and the community, and effectively managing school resources.

About Maritime Academy

The Maritime Academy of Toledo is a Grade 6 -12 public community school in Toledo, OH. It is a tuition-free community school with a marine theme. Established in 2006, it is regulated by the State of Ohio and is state and federally funded.

The Maritime Academy of Toledo is one of Northwest Ohio's most innovative schools, using nautical themes and three academic pathways to educate students. All students are challenged to achieve academic excellence and leadership skills in preparation for college and the world of work. The school has an annual enrollment of 200 to 250 students and benefits from a student body which possesses rich cultural diversity,

For more information on the Maritime Academy of Toledo, see: <https://www.maritimeacademy.us>

Responsibilities of the Executive Director

The Board of Maritime Academy seeks a strong educational leader who will excel as its Executive Director in meeting the following standards and responsibilities: *

- Vision, Continuous Improvement and Focus: Establishes and communicates a vision, expects continuous improvement, and develops a focused plan for achieving the school's goals for instruction, learning and achievement.
- Communication and Collaboration: Maintains strong relationships with the school's Board, treasurer, business manager, teachers and other staff through effective communication and collaboration.
- Policy Setting and Governance: Works with the school's Board to identify, prioritize and set policies that maximize the success of all students.
- Instruction: Leads the creation of instructional systems designed for high student achievement.
- Resources: Manages and organizes the school's resources (human, fiscal, operations and facilities) to accomplish school goals.

**A more detailed list of responsibilities for the Executive Director is contained in Appendix A.*

Qualifications:

- Strong academic history.
- Holds a valid Ohio Superintendent's certificate/license or demonstrates the ability to obtain one.
- Possesses a strong public school administrative background, including successful compliance experience with the current policies and related laws of the US Department of Education and Ohio Department of Education and Workforce.
- Is committed to the highest personal and professional standards and exhibits same.
- Must provide evidence of success in the following areas:
 - Proficiency as a collaborative goal setter and decision maker.
 - Insight and ability to engage all stakeholders, recognizing that all decisions will be based on what is best for students.
 - Visionary leadership that is balanced with practical administrative skills.
 - Proficiency in implementation of educational systems.
 - Experience in building community partnerships.
 - Excellent communication skills.

Compensation and Benefits:

- Salary is negotiable.

Application Process:

Interested and qualified candidates should immediately e-mail the following information to Maritime Academy Interim Director Paul Hubbard at Paul.Hubbard@bex.net

- Letter of interest emphasizing qualifications and recent achievements.
- Current resume.

Appendix A: Responsibilities of Executive Director of Maritime Academy of Toledo*

1. Vision, Continuous Improvement, and Focus
 - Develop a shared vision for the school.
 - Expect, model and support the effective use of data.
 - Create a coherent plan with a limited number of focused goals.
 - Implement the school plan and monitor the strategies for achieving the goals.
 - Review progress and revise strategies for achieving school goals.
 - Communicate the school's vision, goals, and focused plan.
2. Communication and Collaboration
 - Demonstrate communication competence with stakeholders.
 - Develop, implement and maintain effective communication systems.
 - Communicate effectively and openly demonstrate a willingness to collaborate with the Board, treasurer, business manager, teachers and other staff.
 - Communicate effectively and openly and demonstrate a willingness to collaborate with external stakeholders.
3. Policies and Governance
 - Review, develop and recommend policies for the school.
 - Implement and continuously assess policies and practices.
 - Identify and respond to societal and educational trends that affect the school and community.
 - Advocate for children and families.
 - Model and expect professional conduct.
4. Instruction
 - Require school-wide use of an established curriculum.
 - Ensure the development and implementation of high-quality, standards-based instruction.
 - Set expectations for and guide the creation of a comprehensive assessment system for the school.
 - Ensure that the district curriculum, instruction, and assessment program are designed to provide full access and opportunity to all students.
 - Implement processes to monitor and assess the school-wide implementation of curriculum, instruction and assessment.
 - Provide for high-quality, professional development for all staff aligned with school goals.
5. Resources
 - Recruit, develop, evaluate and retain quality staff and oversee human resource management.
 - Organize time and schedules focused on school goals.
 - Manage and prioritize fiscal resources to align expenditures with school goals.
 - Identify and equitably allocate materials and technology to support school goals.
 - Oversee school facilities and operations.

**Adapted from the Ohio Superintendent Evaluation System, 2009*