



POSITION DESCRIPTION

FOR THE POSITION OF EXECUTIVE DIRECTOR



DECEMBER 2019

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POSITION DESCRIPTION

POSITION	Executive Director
ORGANIZATION	Two Rivers Public Charter School
REPORTS TO	Board of Trustees
LOCATION	Washington, D.C.
WEBSITE	https://www.tworiverspcs.org/

Two Rivers Public Charter School is seeking an experienced, dynamic leader to become its next Executive Director.

Two Rivers was recently described by parents as a very forward thinking, creative school where the goal is to develop children who can think critically for themselves and hold themselves accountable. One parent stated, “my child is learning how to take academic risks, ask intelligent questions, and prepare for a lifelong, self-guided quest for knowledge.” The next Executive Director will be tasked with nurturing and implementing the organization’s inspiring mission, maintaining the organization’s high expectations, overseeing the move to a consolidated middle school, building on the strategic plan to take advantage of growth and development opportunities, successfully representing Two Rivers to the broader community, and other duties commensurate with this leadership role.

History

Two Rivers is a vibrant community that celebrates active learning through exploration. Founded by more than three dozen parents from the Capitol Hill neighborhood, Two Rivers was awarded its charter in August 2003 from the D.C. Public Charter School Board and opened on Capitol Hill in the fall of 2004. Two Rivers offers preschool through 8th grade at two sites (Two Rivers Elementary and Middle School at 4th Street and Two Rivers Elementary School at Young). Two Rivers at Young will be home to the middle school beginning in the fall of 2020.

Mission

To nurture a diverse group of students to become lifelong, active participants in their own education, develop a sense of self and community, and become responsible and compassionate members of society.

The mission is supported by the following goal: when students graduate from Two Rivers, they will have the cognitive and social skills to succeed in high school and college so that they are positioned to have rich and varied options for their future.



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TWO RIVERS PUBLIC CHARTER SCHOOL | EXECUTIVE DIRECTOR
PREPARED BY PETE GILLIN, JASON LEÓN, AND MAUREEN ALPHONSE-CHARLES

Culture

▼ *Whole Child Approach*

The school recognizes the importance of character education and the social-emotional needs of children while helping them achieve academic excellence.

▼ *Focus on 21st Century Skills*

Students at Two Rivers are challenged to apply their learning through exciting problem-based tasks that require expert thinking and complex communications.

▼ *Highly Skilled Staff*

Teachers at Two Rivers are known for being dynamic, enthusiastic, life-long learners who can expertly guide their classrooms with care and compassion. Two Rivers is also committed to providing its teaching staff with exciting opportunities to grow through its nationally recognized professional development program.

▼ *Community of Engaged Parents*

The outstanding parent involvement at Two Rivers has been a key factor in supporting both school culture and academic achievement.

"Somos El Barco"

Two Rivers uses the phrase "We are the BOAT!" in order to convey our values to students, staff, and families. The B stands for brave, the O for observant, the A for active, and the T for thoughtful. These are the characteristics we want their students to demonstrate each day in their interactions with others and in their learning.

Educational Philosophy

Two Rivers' educational philosophy is exemplified by the EL Education model that forms the basis of its method of instruction. EL Education was developed by a group of Harvard educators during the early 1990s, incorporating the principles and philosophy of Outward Bound, founded by Kurt Hahn in 1941. The model was one of 12 models chosen by New American Schools to develop and evaluate as comprehensive school reform model. Two Rivers is an EL-credentialed school and an EL mentor school.

EL Education is based on [10 design principles](#) and five core practices embodied in each aspect of the school. Learning is, at its heart, an expedition into the unknown in which personal experience and intellectual growth promote self-discovery and construct knowledge. Children must be guided through this journey with care, compassion, and respect for their diverse learning styles, backgrounds, and needs. By addressing individual differences, educators can substantially increase the potential for learning and creativity of each student.

The instructional practices in EL Education schools engage children's natural passion for learning to develop their curiosity, knowledge, skills, and courage to imagine and work toward a better world. At the completion of learning expeditions, students participate in a showcase to present the results of their expeditions and detail the progression of their work. Parents and student families attend these events to witness their children's discussion of their work and view evidence of their learning. For more information about EL Education, please visit their website at www.eleducation.org.

The Responsive Classroom approach offers interconnected strategies to use in classrooms such as: starting each school day with Morning Meeting, where students work together on group activities and greet each other; creating clear and consistent approaches to discipline that foster social responsibility; and classroom organization and family communication strategies to involve families as partners in their children's education. It also focuses



on student reflection, encouraging daily introspection about their goals, what they learned, things that could have been better, and things they would like to do in the future. This reflective component provides a strong connection with Expeditionary Learning. For more information about Responsive Classroom, please visit their website at www.responsiveclassroom.org.



ROLE SUMMARY

At this important moment in its history, Two Rivers seeks a passionate leader and visionary strategist. Reporting to the Board of Trustees, the Executive Director (ED) is the chief executive officer who has responsibility for impact, staff, academic performance, operations, and implementation of the mission of Two Rivers. The ED provides strategic leadership for organizational development, annual goals and objectives, program implementation, financial oversight, and fundraising.

The successful ED will be an active listener and learner, strong collaborator, and an inclusive leader. The ideal candidate will inspire and motivate faculty, staff, children and parents to realize the Two Rivers mission for all students.

Core Responsibilities Include:

▼ Leadership and Strategic Planning

- Collaboratively develops and oversees an inspiring vision and strategy for how the organization will achieve its mission and goals/objectives.
- Meaningfully contributes to the development and support of a strong Board of Trustees.
- Promotes Board engagement in strategic planning, resource development, and overall organizational wellness.
- In partnership with the Board, senior leadership and key stakeholders, provides leadership in developing multi-year, multi-tiered strategic, organizational, and financial plans that are ambitious and align with the organization's mission. This includes the creation and successful achievement of measurable milestones.
- Plans and oversees the growth and continued development of the organization.

▼ External Relations and Development

- Serves as the primary spokesperson for Two Rivers.
- Ensures that the organization and its mission, programs, products, and services are consistently presented accurately and positively to relevant stakeholders.
- Creates effective partnerships with businesses, community organizations, and government agencies.
- Develops new funding sources; builds and maintains relationships with local and national funders.
- Serves as a regional and national expert who publishes and communicates program results with an emphasis on the successes of the program as a model for regional and national replication.
- Proactively identifies and prioritizes the needs of the organization in order to fulfill the mission.
- Adeptly serves a diverse array of organizational constituents including staff, families, funders, partners, etc.

▼ **Operational Planning and Management**

- Oversees the planning, implementation, and evaluation of the organization's programs, ensuring that they effectively contribute to the Two Rivers mission and reflect the priorities of the Board.
- Monitors the day-to-day delivery of Two Rivers' programs and services in order to maintain and/or improve quality.
- Ensures the success of all compliance processes including, but not limited to, accreditation, PCSB and federal reporting, and charter renewal processes.
- Ensures high ethical standards and compliance with laws, policies, and procedures governing the organization's performance, child safety and school safety. Coordinates with appropriate parties on legal issues.
- Oversees fiscal planning, yearly budget, and spending to ensure that the organization is fiscally sound and achieving its mission.

▼ **Leading a High-Performing Team**

- Develops and maintains a positive and welcoming climate which attracts, retains, and motivates a diverse and high-performing staff.
- Leads, coaches, develops, and retains a high-performing leadership team, including the Chief Academic Officer, Chief Financial Officer, Director of Operations, Director of Development, Chief of Staff, and External Relations Director.
- Consistently and effectively collaborates with the organization's senior leadership team to ensure organizational success.

Two Rivers PCS has retained the services of Diversified Search Group to assist in this search. Candidates should send resumes and applications to TwoRiversED@divsearch.com.

ABOUT DIVERSIFIED SEARCH GROUP

Diversified Search was founded almost five decades ago for the express purpose of placing diverse candidates in our client organizations. In 2019, the firm established The Diversified Search Group, comprised of our founding firm and its acquired firms of BioQuest, Koya Leadership Partners, and Grant Cooper. Today, The Diversified Search Group is dedicated to recruiting inspiring, transformational leaders of every background who build culture, foster innovation, and deliver both social impact and financial performance.

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