

Head of School (Founding), Baltimore Campus

Company:

Professional organization with a powerful social mission: *Grow the social and academic potential of bright students with social and communication challenges*

- Founding team includes highly successful and award-winning national leaders in education, social entrepreneurship and business (www.capitalschools.org)
- Company has two schools opened, Herndon and Silver Spring and is opening one new school next fall (2011) in Baltimore Maryland based on its successful Auburn school model (www.theauburnschool.org).

Position:

The Head of School will assume overall leadership in the development and management of a new private or non-public school for students with autism spectrum disorder. Position begins July 1, 2011, with opportunities for an earlier start date.

Responsibilities

The Head of School will be responsible for the overall academic, financial and operational performance of the school.

- Recruit, train and supervise all school faculty and staff
- Develop, implement and manage the school's instructional program, including the core curriculum, summer school and after-school
- Manage all day-to-day school operational functions
- Oversee student recruitment and admissions
- Develop and administer the school's annual budget
- Build relationships with parents, the community and local leaders

Desired Qualifications

We are seeking experienced special education teachers/administrators/leaders with a proven track-record of success managing schools or programs serving students with Asperger's syndrome, autism spectrum disorder or similar social and learning difficulties.

- Specific interest/passion for opening a new school
- Demonstrated exemplary success as a teacher, school leader and administrator
- Extensive experience developing, implementing and supervising instruction for students with Asperger's syndrome, autism spectrum disorder and similar learning needs
- Proven abilities as a manager of instructional and non-instructional personnel
- Very strong communication and interpersonal skills
- Ability to effectively manage financial resources and implement business processes
- Experience managing student recruitment and admissions processes
- Knowledge of laws, rules and procedures pertaining to special education services
- Bachelor's degree required; Master's or other advanced degrees preferred

Compensation and Benefits

- Competitive salary based on experience (\$80,000 - \$100,000)



- Full benefits, including health, dental, and retirement

The Company

The mission of Capital Schools is to *change lives through leadership in education*. As an organization, we are committed to the highest standards of program excellence and we seek to create national model programs. Programs established by our founder have received national recognition, honors and awards from a wide range of groups including *TIME* magazine, the U.S. Department of Education, The Washington Post, and others. Our first school, The Auburn School, opened in September 2009 and has quickly established a high quality reputation in the Washington D.C. area. We will be replicating The Auburn School model around the region and nationally.

Capital Schools is an equal opportunity employer.

Contact

Please **e-mail** resume and cover letter to jobs@capitalschools.org.