



LIGHTHOUSE ACADEMIES POSITION DESCRIPTION

We prepare our students for college through a rigorous arts-infused program.

VISION

All students will be taught by an outstanding teacher in a nurturing environment. Every student will achieve at high levels and develop the knowledge and values necessary for responsible citizenship and life long learning. The impact of our collaborative efforts will fundamentally change public education.

CORE VALUES

Work hard. Get smart.
Graduate from college.

High expectations
equal results.

Nothing less
than excellence.

Today is the day
we make it happen.

Title: **TRANSITION TEAM LEADER**

Reports To: CEO Lighthouse Academies or his designee

ESSENTIAL QUALITIES

Lighthouse Academies is seeking a self-motivated and entrepreneurial Transition Team Leader to support the vision that all of our students in the network achieve high levels of academic success resulting in the creation of opportunities for a brighter future. St. Louis Lighthouse Charter School is planning to open in August of 2012 with grades K-4. It will add a grade each year to become a K-12 school, providing a full college prep education to St. Louis students. Lighthouse Academies is seeking a Transition Team Leader to provide on-the-ground support as the school prepares to open. The Transition Team Leader makes the commitment to work and lead with determination, integrity and purpose, embodying these essential qualities:

- Past experiences and actions reflect a commitment to the LHA mission, vision, core values
- A passion and ability to build and sustain the LHA K-12 model in a high need, urban environment
- Work in schools that demonstrates a sense of urgency and the relentless pursuit of high academic student achievement
- Reflective, self-aware and adaptable to communication and work styles of others
- Critical thinker and problem solver who takes initiative
- Belief in the power of collaboration and works to build a collaborative culture with LHA network, community, staff, families and students

ESSENTIAL FUNCTIONS

The work of the Lighthouse Academies' Transition Team Leader supports the realization of the mission and vision at Lighthouse Academies' schools by laying the groundwork for the school to open in August 2012. The Transition Team Leader's actions must always be aligned with our mission, vision, core values and education program. The essential functions for this position are as follows:

Manage 5-6 part-time consultants serving as the St. Louis Transition Team. Manage the Transition Team's work and provide high-level guidance and support in the following areas:

- **Staff Recruitment** - assist in the recruitment of committed and relentless staff who possess a proven track record of closing the achievement gap in urban environments
- **Student Recruitment** – coordinate outreach activities such as posting fliers, canvassing neighborhoods and hosting open houses to ensure St. Louis Lighthouse reaches its enrollment targets
- **Community Partnerships** – conduct outreach to local community leaders, arts partners and organizations to bring knowledge and expertise to St. Louis Lighthouse Charter School
- **Curriculum Development** – oversee curriculum alignment work. The Lighthouse curriculum uses five instructional programs across the network. This committee will ensure curriculum is aligned to the Missouri State standards
- **School Operations** – ensure proper setup of the facilities and systems for a seamless opening of the school of the school

In addition to managing the St. Louis Transition Team, the Transition Team Leader will:

- Coordinate the local team's efforts
- Develop a comprehensive work plan to manage the project
- Participate in meetings with key members of the national staff at Lighthouse Academies
- Build relationships with key stakeholders in the St. Louis community and attend relevant meetings as a Lighthouse Academies' representative

- Plan and participate in public outreach activities to bring awareness, partnerships and recruit families to the St. Louis school
- Oversee several logistical aspects of the planning process, ranging from menial to significant tasks
- Support school start up operations once the school leadership team is in place such as processing student applications, ordering textbooks and supplies, planning teacher professional development, sending out welcome packets, etc.
- Provide additional support on projects as needed

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree, preferably in Education

EXPERIENCE, KNOWLEDGE & SKILLS:

- Experience in urban educational settings, knowledge of St. Louis community is a requirement
- Strong desire to work within an innovative, urban educational program
- Proven track record of success in previous work experiences
- Comfort with ambiguity - must possess flexibility, initiative and a strong work ethic
- Excellent time management and project management skills
- Belief in the power of collaboration and works to build a collaborative culture with others
- Highly effective writing, oral and interpersonal skills for communicating with a varied audience
- Data managements tools, organizational tools, computer skills (Word, Excel, Access, PowerPoint and Outlook)

OTHER

- A valid driver's license and an automobile
- Ability to travel to other Lighthouse sites

POSITION DETAILS

EXEMPT – FULL TIME ADMINISTRATIVE POSITION

DURATION: November 1, 2011- June 20, 2012