



POSITION: Interim Superintendent

PURPOSE: The Interim Superintendent of University Academy ("UA") will be responsible for all aspects of the school which is comprised of three academies - lower (K-5), middle (6-8) and upper (9-12). He/She will have ultimate responsibility for school management during a leadership transition period through June 30, 2012.

ESSENTIAL RESPONSIBILITIES (other duties may be assigned):

- The Board is comprised of a committed group of people whose only agenda is to provide the highest quality college-preparatory education to the 1000 students who walk through University Academy's doors each day.
- The Board expects to work closely with the Interim Superintendent during this 5 month transition period as it works on its search for a School Leader for the 2012-2013 academic year and beyond.
- Seek and accept board input on strategic initiatives at the school; The Board expects the Interim Superintendent to be open to and willing to implement the Board's strategic initiatives.
- Implement board policy and board directives
- Maintain the highest ethical and professional standards
- Create a culture of teamwork and collaboration among staff, teachers, students, and families/guardians
- Ensure the safety of all students, staff, and visitors
- Ensure Recruitment and retention of the most talented and motivated teachers, administrators, and staff
- Continually monitor staff performance
- Oversee any and all disciplinary actions
- Ensure UA has a world class college-preparatory curriculum
- Manage, evaluate, and develop administrative and teaching team
- Ensure administrators are working with teachers to constantly assess and improve student achievement
- Ensure administrative team is using data to analyze student performance and then developing programs to address needs of students
- Communicate with new school leader who will begin July 1, 2012 to ensure a smooth leadership transition
- Ensure students at all levels are prepared to do well on assessments (MAP, SAT 10, ACT, SAT, etc.)
- Ensure school meets or exceeds yearly student achievement goals including meeting and exceeding No Child Left Behind benchmarks
- Oversee budget development with CFO and input from finance committee
- Oversee management of transportation and food service operations of the school
- Ensure compliance with all local, state, and federal laws and regulations
- Communicate University Academy's mission, vision, and goals to internal and external stakeholders
- Ensure students are being exposed in and out of school through various programs (e.g. speaker series, field trips, mentors, community service, college visits etc.)
- Ensure frequent communication with parents through newsletter, website, PowerSchool, etc.

Recommended Qualifications

- Significant CEO experience at a medium sized not for profit or company (annual revenue more than \$5 million)

OR

- Master's Degree at a minimum, PhD or equivalent preferred
- Superintendents experience preferred however at least 5 years experience as a Principal at a minimum
- Previous experience as an Interim Superintendent would be beneficial
- Missouri Superintendent Certificate preferred
- Experience submitting Missouri core data reports

The mission of University Academy is to prepare students to succeed in an institution of higher learning and to participate as leaders in society.

6801 Holmes Road Kansas City, Missouri 64131 tel. (816)412-5900 fax (816)410-0322