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## Charter School Executive Director Resume

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### Job Objective

Bringing years of experience as Charter School Executive Director to the table and to the organization in order to provide the best experience possible for the firm.

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### Summary of Qualifications:

- Strong accomplished experience as school counselor and administrator in a charter school
  - Outstanding knowledge of school leadership and educational policy
  - Skilled in designing and conducting research projects and evaluations within budget and time period
  - Familiarity with compliance requirements for charter schools and financial management
  - Good understanding and implementing a data-driven approach to academic achievement, conduct, and attendance
  - Excellent verbal and written and communication skills
  - Ability to maintain confidential information and work with students
  - Ability to conduct research and compile the findings in meaningful ways
  - Ability to develop, plan, and implement short- and long-range goals
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### Work Experience:

Charter School Executive Director, August 2005 – Present  
Summit Academy Charter School, Lacey, WA

- Implemented policies and regulations adopted by the Board of Trustees.
- Monitored compliance with statutes and regulations.
- Monitored compliance with the charter agreement.
- Recommended hiring and firing of employees to the Board of Trustees.
- Provided written evaluation materials on all employees to the Board of Trustees.
- Served as the curriculum leader.

Charter School Executive Director, May 2000 – July 2005  
Brooke Charter School, Lacey, WA

- Provided professional growth opportunities for staff and parents.
  - Collaborated with the Director of Business Operations and Director of Finance on development of annual operating budget.
  - Attended monthly meetings of Board of Trustees, keeping them informed of all business transactions and made recommendations for their decisions.
  - Represented school at various community and business meetings to promote existing and new programs.
  - Managed additional revenue beyond the state allocation, through grants, donations, and fund-raising.
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### Education:

Bachelor's Degree in Education, Southern Arkansas University, Magnolia, AR

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