



# **The Mountain Community School**

Hendersonville, NC

## **Executive Director Job Description**

### **Who We Are:**

The Mountain Community School (TMCS) is a well-established public charter school located in the mountains of Hendersonville, North Carolina. Founded in 1999, TMCS serves approximately 200 students from Kindergarten through Middle School. As the longest-standing charter school in Henderson County, we are dedicated to creating an educational environment where students are inspired to academic excellence and discovery. Our mission emphasizes individuality and diversity, respect for self and others, and fostering a lifelong love of learning. TMCS thrives on a collaborative community of teachers, parents, students, and stakeholders.

### **Who We Are Looking For:**

We are seeking an experienced, passionate, and forward-thinking Executive Director to guide TMCS into its next chapter. Our ideal leader will:

- Be an empathetic, decisive, and self-guided professional who places the "good of the students" at the core of all decisions.
- Possess charter school administration experience
- Demonstrate knowledge and understanding of fundraising and oversight of grants, ensuring effective support for the school's funding.
- Exhibit strong interpersonal and communication skills, fostering clear, concise, and effective dialogue with all stakeholders.
- Bridge together the school community by building relationships and promoting efficient and effective communication among all stakeholders.
- Demonstrate strategic leadership for growth and development while maintaining high educational standards.
- Exhibit strong delegation skills while maintaining a hands-on approach when necessary and demonstrate a confident and approachable leadership style.

## **Key Responsibilities:**

- **Strategic Vision and Leadership:**
  - Uphold and advance the mission of The Mountain Community School.
  - Foster a school culture of respect, compassion, and personal agency for students and adults.
  - Nurture a high-achieving academic program while honoring the “whole child” needs of individual students.
  - Work closely with the Board of Directors to develop strategic priorities, provide transparent reports, and ensure alignment with the school’s mission and charter obligations.
- **Organizational Management:**
  - Lead and manage a diverse team of educators, maintaining a strong commitment to staff professional development and retention.
  - Establish decision-making processes to achieve TMCS's long and short-term goals and objectives.
  - Maintain legal compliance with all Federal, State, and Local regulations.
  - Oversee budget management, ensuring sound financial controls and allocation of resources to reflect current needs and future potential.
  - Support fundraising efforts and oversee grants to ensure compliance and alignment with the school’s mission and goals.
- **Community Engagement:**
  - Serve as the tone-setter for school culture, modeling respect and fostering a sense of belonging within the school community.
  - Engage families, staff, and the broader community in a shared vision for the school.
  - Effectively manage school-wide challenges, including disciplinary matters, safety concerns, and crisis situations, while maintaining a calm and solutions-oriented approach.
  - Demonstrate strong conflict resolution skills to foster collaboration and build understanding among students, staff, and families, ensuring a positive and productive school environment.

## **Preferred Qualifications:**

- Master’s degree in Education or School Administration (or equivalent experience); licensure preferred.
- Demonstrated experience in educational leadership, including experience in charter school administration and strategic development.
- Proven success in hiring, developing, and retaining a diverse staff.
- Demonstrated ability to oversee and support fundraising efforts and grant compliance.

- Strong communication skills, both written and oral, with an ability to build and maintain relationships with diverse stakeholders.

**Salary Range:** \$95,000-\$120,000, commensurate with experience.

**Benefits:** TMCS participates in the state health plan and the state retirement system.

---

## APPLICATION REQUIREMENTS

Interested applicants should submit the following materials:

1. Complete our online application. [https://bit.ly/TMCS\\_ED](https://bit.ly/TMCS_ED)



SCAN ME

2. Upload the following into the online application form:
  - a. **Letter of Intent** including:
    - i. Summary of specific qualifications that match this job description and The Mountain Community School's mission and vision
  - b. One page **statement of educational philosophy**
  - c. Current **resume or CV**

**Contact:** Email Alex Williams at [alexsharonwilliams2010@gmail.com](mailto:alexsharonwilliams2010@gmail.com) for questions regarding the application process.