

*UNION ACADEMY CHARTER SCHOOL
MONROE, NORTH CAROLINA*



HEAD OF SCHOOL



Recruitment Services Provided by Ralph Andersen & Associates

An Extraordinary Career Opportunity to Serve as the Head of School of Union Academy Charter School

A national search is underway to attract highly qualified candidates to lead a unique K-12 Charter School in Monroe, North Carolina. With a faculty of approximately 250 and an enrollment of around 2,100 students. Union Academy Charter School (UA) is the largest, one-campus school in Union County. The successful candidate will be a dynamic and highly qualified Education Executive qualified to manage, supervise, and oversee the day-to-day operations of the Union Academy as the next Head of School.

The ideal candidate will have excellent leadership, communication, decision-making, and people skills and values that align with the mission and vision of UA. Having a proven and verifiable track record and reputation as an educator and administrator with a broad vision for project planning, implementation, and evaluation of all Union Academy initiatives and services is required.



MISSION STATEMENT

Union Academy is a K-12 preparatory school dedicated to educating the whole child, providing challenging, high-quality instruction, strong character development in all of its students, and collaborative family and community involvement.

VISION STATEMENT

Union Academy is a pathway by which children mature into confident young adults who are highly prepared and motivated to make positive contributions to their local and global communities.

VALUES

As a school of Challenge, Character, and Community, Union Academy places great value on:

- high standards and expectations for academic achievement and continuing education
- high standards and expectations for character and personal integrity
- school as a community of students, teachers, families, and friends
- commitment of service to others

By The Numbers

2000

The year UA was established.

First and longest operating charter in Union County.

16,835

Community Service Hours

2021-22 High School Students

2016 & 2021

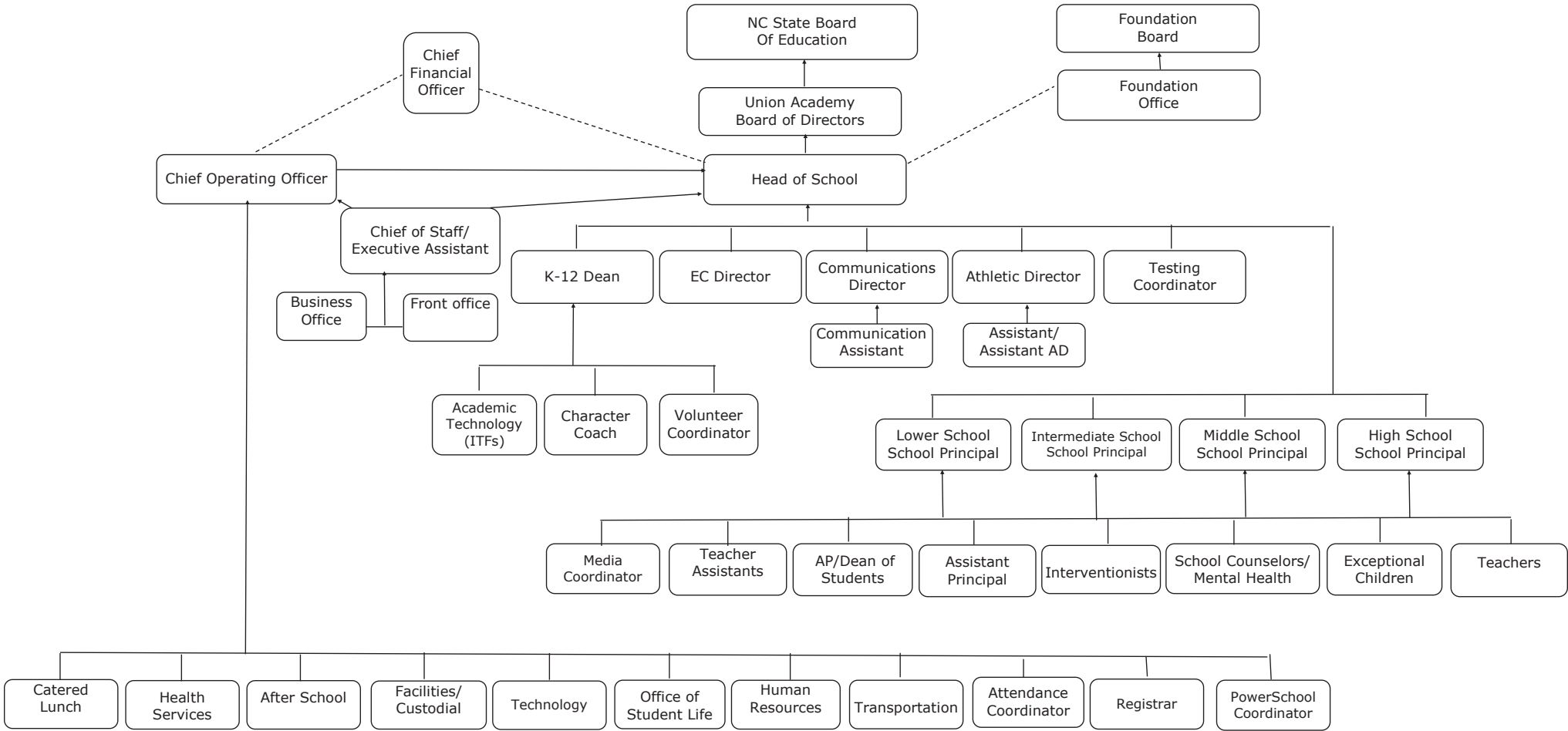
National School of Character

Schools of Character serve as an exemplary model for all schools across the United States and around the world.



Organization Chart

**Union Academy Organization Chart
2024-2025**



UNION ACADEMY

Background

UA is mission focused on developing the “whole child”. Quality teachers have been a part of the foundation of the school since it was founded in 2000; this drives UA’s mission. The next leader will lead the “whole child” development through UA’s Three Cs: Challenge, Character, and Community. One might call this Head, Heart, and Hands with a focus on people, character development, as well as social and emotional learning that is critical to today’s students. UA has had dramatic facilities and enrollment growth over the first two decades of the school. As UA moves through a strategic plan, the Board of Directors is seeking to hire a Head of School capable of delivering results.

The right leader will be able to articulate a clear vision of UA, both internally and externally, in a manner that commands enthusiasm, acceptance, and continued focus on the values that have built this school into one of North Carolina’s largest charter schools. The Heads of School will provide strong leadership to an experienced team making up the Board of Directors, be flexible in their style and approach, and be adaptable to evolving conditions in the education space. They will be a natural motivator and coach whose style engenders loyalty, raises the performance level of others, and build confidence in administrators, parents, students, and the broader community.

Having the education and experience to support and improve the school’s continued success in academic excellence, character development, teacher and student engagement, and building on a culture dedicated to the school’s founding principles of challenge, character, and community is also a prerequisite for further consideration.

Union County

Established in 1842, Union County is one of the fastest-growing counties in the Carolinas. Situated just southeast of the City of Charlotte, Union County has something for everyone and offers its own distinct pride and character. The County is an attractive destination, providing a unique blend of rural and metropolitan lifestyles. The primary factors contributing to Union County's economic growth are agriculture, business, and commercial development. Situated in the Southern Piedmont area of North Carolina, the population is about 248,000 with approximately 643 square miles of land.

The area offers the beauty of four seasons, along with moderate weather that makes the County a very attractive area to live, work, and raise a family. Excellent schools and high-quality healthcare, along with the County's convenient location between the Great Smoky Mountains and the pristine Carolina beaches, continue to attract individuals and businesses to this area.

Union County consists of 14 municipalities, each with its own distinctive character. Monroe is the charming southern county seat with an 1886 Victorian Italianate courthouse and quaint downtown surrounded by stately homes and tree-lined streets. Monroe's downtown is home to city and county government, a thriving legal community, specialty shops, and restaurants. Union County is blessed with expansive available land, a CSX main rail line, the Charlotte-Monroe Executive Airport, and easy access to the interstate highway system and Charlotte-Douglas International Airport.

Recreational activities abound in Union County. Athletic organizations throughout the County offer activities for children and adults alike. The County's largest recreation facility is Cane Creek Park, with 1,050 acres of land surrounding a 350-acre trophy bass lake. With its proximity to Greater Charlotte, a host of additional recreational and cultural activities are available for Union County residents.

Governance

Union Academy's 14-member Board of Directors is nominated by application and serves 3-year terms up to a total of 9 years. UA's Board of Directors operates as the sole governing body of Union Academy in accordance with North Carolina Statutes governing the rules and regulations for Charter Schools. The Board is strictly a governing body that exists to provide oversight and direction to the school.

The Board interacts both as a body of the whole and through the Board Chairperson as appropriate. The Board is not involved in the administration of day-to-day functions of the school. The Board regulates, oversees, and drives performance through various committees, policy decisions, and other Board actions.

The Position

The Head of School serves as the Chief Executive of Union Academy Charter School. Reporting to the Board of Directors, the Head of School is responsible for the day-to-day operations of the school, including direct oversight of multiple school principals; various administrative departments, physical plant operations, school safety, technology, development, and additional departments. Additionally, the Head of School is responsible for the implementation of approved policies, procedures, and strategic plans that ensure the school's continued success in academic excellence, character development, teacher and student engagement, and a culture dedicated to the school's founding principles of challenge, character, and community. A successful Head of School will have a demonstrated track record of excellence in building relationships with a Board of Directors, faculty, the student body, and the community.



The Position *continued*

Specifically, the Head of School will provide executive leadership in the following key areas:

- Oversee, delegate, or arrange project planning, implementation, and evaluation for all UA initiatives;
- Oversee, delegate, or arrange all projects and strategic planning for education initiatives;
- Design, implement, and evaluate educational initiatives, partnerships, and programs;
- Oversee Union Academy's overall management of Charter School personnel, including scheduling, training, mentoring, goal management, performance management, and coaching. Recommend disciplinary action for senior management;
- Research best practices in educational policies and procedures and serve as an advisor to the Board of Directors;
- Implement the strategic vision of the school as outlined by the Board;
- Attract and retain qualified teaching faculty;
- Produce academic outcomes that align with the school's mission of college and career preparation;
- Report to the Board at regular intervals on the status of the school's performance;
- Serve as the public representative of the school;
- Represent the school at legislative meetings and at all functions of the Charter School Association;
- Work with various stakeholders to build public and private financial support of the school;
- Initiate funding proposals, serve as project director, and oversee grant resources for funded projects; and
- Provide general management of all school operations, including safety and emergency response, personnel selection and performance management, budgeting and financial management, fundraising, communications and public relations, regulatory requirements, and facilities management.

The Ideal Candidate



Union Academy is a National School of Character, focused on 8 key principles: Compassion, Adaptability, Respect, Responsibility, Optimism, Trustworthiness, Perseverance, and Initiative. The ideal candidate should possess these qualities as the public and private role model for the school. Additionally, the following competencies and personal characteristics are required of the Head of School:



- **Integrity & Honesty** – The Head of School will be a person of upright moral and professional behavior. They understand and live the pledge; “At Union Academy, we do the right thing, even when no one is looking;”
- **Trustworthy** – The Head of School is a leader that understands the value of trustworthiness. They understand that they must be able to trust their direct reports’ ability to provide leadership throughout the school; and that a good leader will enjoy that same trust reciprocated by their direct reports;
- **Communication** – The Head of School must be transparent, approachable, willing to listen, and open to feedback. Likewise, they must be a model for inclusion in decision-making and providing information to key stakeholders to ensure the success of the individual, group, and the body collective;
- **Arbitrator** – The Head of School must understand the importance of wise leadership and decision making. They understand that the application of policy, rules, and discipline must be equally and fairly exercised regardless of relationships or public standing;



The Ideal Candidate *continued*

- **Assimilation** – The Head of School will grasp the importance of local and regional values and have the ability to assimilate into the community. They will adopt the school’s values as their own; and become a part of the broader community of Union County through involvement and volunteerism, activism, and overall community-centric behavioral traits;
- **Coach** – The Head of School is a mentor, coach, teacher, team-builder, and motivator. The ultimate captain and cheerleader for the school. They openly display their passion for the school’s collective success throughout the community. The Head of School celebrates and inspires the individual and/or groups of students, faculty, and parents; and understands that Union Academy is successful because of the contributions of the school community;
- **Diplomacy** – The Head of School understands the importance of building and maintaining relationships. This extends to the interaction with local businesses, groups, sponsors, donors, and community partners. It applies to families, students, parents, and the staff. The Head of School is the public representative of the school and its mission, and they realize that this function is ultimately key in the Head of School’s success in driving the success of the school; and
- **Kindness** – The Head of School is the Chief Executive. Ultimately, they must genuinely display a kindness and approachability that comforts a kindergarten student as much as a concerned parent or faculty member. The Head of School must possess a genuine desire to work in the field of education, management, and the public arena as displayed through the day-to-day interactions with individuals and groups such as these.



Qualifying Experience and Education

Experience: A minimum of five years of leadership experience as a Principal, within a large school, preferably K-12; or an equivalent combination of education and experience.

Education: Must possess a Master's degree in Education, School Administration, or a closely related field. A Ph.D. is preferred but not required.



Union Academy is an Equal Opportunity Employer and strives to provide a work environment that welcomes diversity. Union Academy does not discriminate on the basis of race, religion, age, sex, sexual orientation, national origin, disability, veteran status or any other reason prohibited by law. This policy is applicable to all aspects of the employment relationship including recruitment, selection, compensation, assignments, promotions, transfers, discipline and implementation of all policies, procedures and benefits.

Qualifying Experience and Education *continued*

Other qualifications:

- Demonstrated track record of successful leadership in a Charter School, ideally K-12, with a record of favorable academic outcomes over time;
- Current or prior classroom experience;
- Demonstrated success in building and retaining teams, recruiting, and hiring, supervising, and evaluating, and a history of employing qualified candidates;
- Demonstrated track record of leadership in fundraising, public relations, relationship building, and community involvement;
- Experience in financial management, financial reporting, fiscal stewardship, operations management, and financial relationships between a Charter School and other bodies such as a school district, State, and fundraising foundation;
- Understanding of the rules and regulations governing the financial accountability and reporting of charter schools; and
- 5+ years in curriculum design and/or demonstrated understanding of instruction through classroom experience preferred.

Candidates will be evaluated based on their qualifications and career history presented through their submittal of a comprehensive package of information outlining career highlights and notable achievements. Individuals operating as an assistant or deputy for a comparably sized organization or department are encouraged to consider this opportunity.

Compensation and Benefits

A competitive compensation package with excellent benefits, including relocation assistance, will be offered depending upon experience, qualifications, and professional achievement. The Union Academy also offers an excellent benefits package, including:

- **Bonus:** An annual bonus based upon up to 15% of your annual salary (prorated for the first year based on start date).
- **Signing bonus:** Negotiable
- **Deferred compensation:** 8% of base salary.
- **Relocation expenses:** Negotiable.
- **Health Insurance:** Including prescription, vision, and dental coverage.
- **Retirement:** Negotiable.
- **Vacation:** Negotiable.
- **Paid Holidays:** Will receive all legal holidays.
- **Travel Allowance:** Negotiable.



Selection Process

Candidates are encouraged to **apply immediately for optimal consideration**. Apply by submitting a comprehensive resume, a compelling cover letter, and a minimum of six work-related references. This position is open until filled. The review of resumes will begin on **Friday, May 17, 2024**. Interested candidates can apply by sending their material via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site interview. The selection process may also involve a supplemental questionnaire. References will not be contacted until mutual interest has been established. It is anticipated that the newly selected Head of School will join Union Academy by July 2024 or at a mutually agreeable date. Confidential inquiries are welcomed to Mr. Robert Burg at (916) 630-4900.



www.unionacademy.org