



Ubah Medical Academy Charter High School
1600 Main Street ~ Hopkins MN 55343-1026
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Job Posting

What: Executive Director
Where: Ubah Medical Academy (Hopkins)
Start Date: April 1, 2020

School: Ubah Medical Academy (Hopkins)

Description: Ubah Medical Academy School is currently seeking an Executive Director who will work under the board of directors to advance the mission and vision of the school. As the lead administrator of Ubah Medical Academy, the new Executive Director will lead the school community through instructional leadership, financial and operations management, parent and student relations, and community involvement.

Responsibilities include:

- Promote and implement the mission and vision of Ubah Medical Academy
- Support the board's strategic planning process by proposing relevant priorities and implementing key annual action plans that align with the school's multi-year strategic plan
- Serve as the staff's primary liaison to the board of directors bringing updates, concerns, recommendations, and resource requirements
- Oversee instruction, curriculum, assessment, and professional development.
- Maintain a strong relationship with the school's authorizer, Pillsbury United Communities
- Set and enforce rigorous standards for student achievement that are in line with the goals of Ubah Medical Academy
- Ensure the academic program meets or exceeds yearly student outcome goals as measured by the state of Minnesota State accountability requirements
- Ensure accurate financial management and oversight to guarantee that Ubah secures all needed revenues (including enrollment projections)

- Ensure the needs of all students are met as much as possible including, but not limited to special education students, English language learners as at-risk students
- Oversees instruction to meet the needs of all students
- Conduct teacher observations and provide real-time feedback to increase student achievement
- Implement effective assessment systems and use data to inform decisions
- Develop and maintain a staff culture that embodies the school's core values and brings the mission and vision of the school to life
- Foster consistency in academic and behavioral expectations
- Communicate regularly with families, ensuring they are kept involved with children's education

Required Qualifications: Master's Degree in Education, a valid Administrative License, at least five years of executive leadership experience and demonstrated cross-cultural competency.

Preferred Qualifications: Experience working with diverse populations of students, staff and parents, including immigrants, English Learners, Special Education students, and gifted students. Must be culturally aware of the community he or she is serving. High performing charter school experience preferred.

About the School: Ubah Medical Academy Charter School (UMA), founded in 2004, is a high-performing 9-12 public charter school located in Hopkins, MN. Ubah Medical Academy Charter School has been recognized four times as a Reward School, one of the state's highest performing Title I schools, by the Minnesota Department of Education. Through its 15 year existence, Ubah Medical Academy has been diligent about maintaining a strong academic program while building strong partnerships with the communities it serves.

How to Apply: Visit our website at: <https://www.ubahmedicalacademy.org/>

Closing Date: Applications will be accepted until 01/17/2020.

Questions: Please email any questions (no phone calls). Interested candidates should email, fax or send their resume, transcripts, three letters of recommendation, and proof of Administrative licensure to HR Consultant, Kelly Rietow at kelly@roosolutions.net and School Board Chair, Faisal Deri at faisalderi@gmail.com

Or Mail to:
 UBAH MEDICAL ACADEMY
 HR. Attention: Ifrah Dualeh
 1600 Main Street, Hopkins, MN 55343
 (952)540-2950 (fax)