

JOB DESCRIPTION

- POSITION:** Chief Executive Officer (CEO)(Full Time)
Southern Pines College and Career Academy (SPCCA)
- Responsible to Whom:** The CEO reports directly to the SPCCA Board of Directors
- Minimum Qualifications:** Master's Degree in Related Field
Leadership Experience
Experience with community, business, and industry entities
- Preferred Qualifications:** N/A
- Job Goal:** The CEO will provide leadership in developing and maintain exemplary educational programs and services at SPCCA.

Description of Duties:

1. Assume responsibility for leadership at SPCCA in achieving its stated mission, vision, and goals.
2. Serve as the Executive Secretary to the SPCCA Board of Directors.
3. Manage and account for all public and private assets of SPCCA.
4. Represent the SPCCA Board of Directors as a liaison among SPCCA, business and industry, and education.
5. Communicate with Board of Directors as necessary and/or appropriate.
6. Assume responsibility for planning and submission of annual budget to the SPCCA Board of Directors.
7. Exercise leadership in development and continuous improvement of curriculum and instructional programs of SPCCA and their coordination with CTAE.
8. Maintain cooperative working relationships with government agencies and community organizations.
9. Attend professional meetings, conferences, and workshops to maintain professional knowledge/skills, and create networking and collaboration opportunities.
10. Assume responsibility for the implementation and observance of all state and local policies and regulations by SPCCA staff and students.
11. Work cooperatively in the recruitment, screening, hiring, training, assigning, and evaluation of SPCCA staff as defined by the fiscal agent's policies and regulations.
12. Work cooperatively with the three county CTAE directors and high school principals to recruit students into programs.
13. Interact with local business and industry and engage them as supporters of SPCCA's mission so that relationships result in financial support and a wide variety of job connections for students.
14. Develop long-term relationships with postsecondary institutions such as Coastal Pines Technical College.
15. Increase opportunities for students to earn post-secondary credit.
16. Perform other duties and tasks as required or assigned by the SPCCA Board of Directors.