



Sussex Academy in Georgetown, DE Seeks a new Executive Director

Founded in 2000 as a middle school in order to raise the academic bar and the level of academic achievement in Sussex County, Sussex Academy became Sussex County's only charter school. In 2013, Sussex Academy began a high school with the addition of a ninth grade. The school has added a grade every year since, and graduated its first seniors in June 2017. The high school employs the International Baccalaureate ("IB") curriculum, and almost a quarter of the seniors currently pursue the IB diploma. In 2017, Sussex Academy's state test scores were the highest of any public school in the state. With the addition of a grade each year, enrollment is increasing, and for the current 2017-18 school year, Sussex Academy has 760 students enrolled. Sussex Academy was recently the first charter school in Delaware history to be granted a ten-year (vs a standard five year) charter renewal.

MISSION AND VISION

The mission of Sussex Academy is to foster academic achievement and social responsibility in a small school environment. Our students participate in a highly accelerated college preparatory program that prepares them for the technological and global mindedness needed for the 21st century, and that instills ethical conduct and service to others in their day-to-day lives. Sussex Academy's vision is to cultivate students of distinction by providing them with the knowledge, skills, and values they need to become successful, productive citizens.

The Goals of Sussex Academy are to:

- Foster critical, independent thinking and reflection
- Model and encourage collaborative decision making
- Promote service and community partnerships
- Instill environmental awareness and social consciousness

THE CAMPUS

Sussex Academy has been growing its 60-acre physical footprint over the last several years. Many areas have undergone renovations, while new facilities have also been built including: classrooms, locker rooms, administrative offices, library, performing arts stage, cafeteria, and a middle school wing. There are currently



25 classrooms in the high school, and 15 classrooms in the middle school.

To support the growing athletics program, Sussex Academy has also invested in additional fields including: two turf fields, two natural grass fields, a softball field, an aquatic center, an auxiliary building to house concessions, and a health room. Final building construction was completed in 2017.

EXTRACURRICULAR ACTIVITIES

Sussex Academy provides and maintains an extensive extracurricular program for its students.

At the beginning of each school year, middle school students select a club in which to participate. Their clubs meet twice monthly during the school day. Middle school club topics range from play dough to chess to crafts to recess games. In the high school, clubs are determined by student interest. Most high school clubs are initiated by the students and have a service or academic focus. Interested students are also welcome to take part in our performing arts program that includes band, chorus, and drama.

Additionally, Sussex Academy has numerous opportunities for students interested in interscholastic academic competitions such as Geography Bee, Odyssey of the Mind, Science Olympiad, Math League, and Mock Trial.

Both interscholastic and intramural sports programs are also available to the students of Sussex Academy. Our students compete against schools in Delaware in soccer, field hockey, volleyball, basketball, swimming, golf, lacrosse, softball, baseball, and cross country.

Sussex Academy's spectacular aquatic center officially opened in 2016. The aquatic center features an 8-lane, 25-yard pool with ample deck space, as well as an upstairs mezzanine for spectator seating. This makes it one of the largest indoor pools in Sussex County. The facility was donated and built by Schell Brothers, Inc.

THE FACULTY AND STAFF

Sussex Academy employs 65 faculty and staff. Over half of our teaching staff has a Masters degree. We encourage our faculty and staff to take advantage of professional development and training opportunities.

GOVERNANCE

The Sussex Academy Executive Board oversees the development and operations of Sussex Academy. The Board consists of between 9 and 13 members, with the offices of President and Vice President. The Executive



Board seeks to have a diverse population. Since the school draws its students from across Sussex County, our Board is cognizant of the need to include members with geographic, ethnic, and occupational diversity. The Executive Board is desirous of maintaining a membership that is knowledgeable in the following areas: business management, personnel and human resources, law, health care, facilities management, diversity (including at-risk and special education populations), and outreach to businesses and professionals. In order to ensure the effectiveness of the Executive Board, members, including new inductees, receive financial training by attending the required state workshop for such. In addition, members receive governance training through attendance at the national charter school conference; the conference sponsored by the Delaware Charter School Network, DANA, and Sussex Academy board workshops.

ABOUT GEORGETOWN, DE

Located in the heart of Sussex County, you will find Georgetown, DE. Georgetown has a certain charm and history that attracts visitors from all over. The Town's focal point, The Circle, is listed on the National Register of Historic Places and is surrounded by other historical government buildings and private businesses. The central location of Georgetown and its close proximity to the Delaware resort beaches, make it an attractive location for individuals and businesses. More information can be found at:

<https://www.georgetowncoc.com>

POSITION DESCRIPTION

The Executive Board seeks to appoint an Executive Director who will direct, support and promote the goals and mission of Sussex Academy. The Executive Director will be responsible for administering the school, and implementing the policies and procedures of Sussex Academy.

The responsibilities of the Executive Director shall include but may not be limited to:

- Manage, operate, and administer the school on behalf of the Board, including formulating and managing the budget.
- Manage all aspects of recruiting, orientation, retention and dismissal of all professional and non-professional staff.
- Supervise and evaluate performance of all personnel.
- Provide leadership in planning, scheduling, and matters of management.
- Evaluate the educational program from all aspects.



- Emphasize and monitor student achievement and student conduct.
- Manage the environment to make it conducive to learning, being ever mindful of health and safety.

QUALIFICATIONS

The Board seeks an Executive Director with the drive and motivation necessary to continue to advance Sussex Academy. The Board prefers for the new Executive Director to have the following qualifications:

- A dynamic personality with a proven track record of building rapport and earning respect throughout their career from teachers and staff, students, parents, board members, government officials and key personnel in their respective education systems.
- Skills necessary to preserve, improve and move forward the school's current positive culture and high academic achievement.
- Familiarity with Delaware public education; i.e., key personnel in the districts, other charter schools, and the Department of Education, as well as government officials and representatives.
- Ability to continue improving performance even when achievement levels are high. A person who is vigilant with respect to excellence; who knows there are always areas where the school can and must improve.
- Skills necessary to develop a strategic vision for the school, and can clarify for the Board the most important things they can and must do to achieve that vision.
- Ability to communicate clearly and effectively with students, parents, staff, Board members, the press/media, the Department of Education, personnel in other school districts, legislators and other government officials.
- Experience in fund-raising and/or in building public trust in school or district initiatives for funding.
- Experience with the International Baccalaureate (IB) program at the middle and high school levels.
- Proven track record of increased enrollment and sustainable growth.

The Board expects the new Executive Director should have:

- A degree in a relevant discipline, Masters degree required; Doctorate preferred.
- Successful and progressive experience in education.



APPLICATION PROCEDURE

Interested candidates are encouraged to send an application **AT THE EARLIEST POSSIBLE TIME** but no later than **Thursday, February 15** (The review of files will begin as soon as applications are received.)

In the event an outstanding applicant is identified early in the search process, Sussex Academy reserves the right to make a selection before the deadline mentioned above and bring the search to a close.

Please submit your application information based on the following criteria:

- An introductory letter explaining your strengths as a candidate and why you are interested in this particular position.
- A current résumé not to exceed two pages.
- A one-page statement discussing your educational beliefs and leadership style.
- The names, current email addresses and telephone numbers, and positions of at least three confidential references, at least one supervisor, one peer/colleague and one direct report. By submitting this information you agree that we may contact these referees directly.

Please scan the above documents into a **single pdf attachment** and send to resumes@lywsusa.com.

For additional information about our charter, please visit <https://www.doe.k12.de.us/Page/3308>, and search for Sussex Academy Renewal Application (2017).

Thank you for your interest in Sussex Academy, and we look forward to receiving your application.