



The Addenbrooke Classical Academy Board of Directors seeks an experienced leader who is passionate about classical education to fully embrace our mission and vision as our new Executive Director.

About Our School

Established as a Jefferson County Charter School in 2013

Addenbrooke Classical Academy Charter Network

- ❖ Operating on two campuses
- ❖ Enrollment: 990

Staffing

- ❖ Administrators: 10
- ❖ Teaching Staff: 65
- ❖ Support Staff: 33

Academic Program

- ❖ Rigorous Classical Curriculum
- ❖ Core knowledge preschool through eighth grade
- ❖ Knowledge and virtue training
- ❖ Daily Music and Physical Education programs
- ❖ College and Career Partnerships
 - CU Succeed, Colorado Christian University, Red Rocks Community College, Arapahoe Community College, and Warren Tech

Athletic Program

- | | |
|--------------|-----------------|
| ❖ Soccer | ❖ Basketball |
| ❖ Volleyball | ❖ Cross Country |
| ❖ Golf | ❖ Trap Shooting |

Points of Pride

- ❖ 98-100 percent graduation rate
- ❖ In 2024-2025, 61% of students earned college credit via concurrent enrollment.
- ❖ Both Schools in the network are CDE performance schools.
- ❖ Strong family involvement with a culture that demonstrates commitment and support

Charter Stability

- ❖ Financial Strength with a recently refinanced bond to permanent financing
- ❖ Charter reauthorization for an additional 5 years
- ❖ Operating budget in excess of \$14,000,000.00

Addenbrooke Classical Academy Executive Director

Position Summary:

There are several distinctive features of this job description. The main thing that identifies Addenbrooke Classical Academy is that we are a classical school. Therefore, the most critical responsibilities of the Executive Director are to:

- Communicate the vision of the school and establish a school culture reflecting the classical commitment to the True, the Good, and the Beautiful.
- Manage classical curriculum and instructional programs ensuring lesson plans are evaluated based on class observations and adherence to teaching strategies, methodologies, and techniques.
- Implement and manage “guard rails” to guide, protect and enhance a traditional view of classical education by defining “what stays in, what stays out, and what gets measured/developed.” This extends not only to the two bullet points above, but to every aspect of the school including hiring, evaluations, onboarding, clubs, activities, fundraising, etc.

In addition, the candidate will play a key external-facing role because he or she will be charged with assuring stakeholders that ACA is in capable hands. The candidate will play a key change-management role as he or she guides the board, administration, faculty, staff, community and students beyond the founding vision to address critical institutional priorities. The right person will be conscious of maintaining continuity while gaining buy-in and making progress against key priorities.

Reports to:

Addenbrooke Board of Directors

Job Function

Provide leadership and stability. Provides onsite leadership for the school. Implements and manages all aspects of a welcoming, transdisciplinary, educational environment that ensures each student the safety and security needed to thrive and engage in a maximized educational experience. Oversee curriculum content, development and evaluation, as well as personnel direction, facilities maintenance, fiscal management, and scheduling of extracurricular activities and resources.

Core Responsibilities

Serves as the Educational Leader

- Develops and oversees educational programs as outlined by state standards and the Addenbrooke Academy Board.
- Directs development and implementation of school programs and activities.
- Assures the adherence of the faculty and staff to the curricular goals and objectives of the Academy and contributes to curriculum development with faculty members.
- Allocates supplies, instructional materials, and equipment for availability according to the requirements of the Addenbrooke charter and Board.
- Develops student and personnel procedures within Addenbrooke charter and board guidelines.

- Ensures school activities are approved and supervised.
- Creates opportunities for students to be recognized for achievement in school programs.

Serve as School Administrator

- Guides ACA through process of developing 2026-2030 strategic business plan & implementing first year action plan.
- Oversees all aspects of planning, organizing, and direction of school activities.
- Creates and promotes academic performance and behavioral standards for students and staff.
- Maintains a professional demeanor with students and staff.
- Manage school budget and follow fiscal guidelines.
- Delegates authority to appropriate personnel to substitute in the absence of the Executive Director.
- Monitors safety, security, and effectiveness of school programs and building maintenance.
- Manages school building, funds, payroll, purchases, inventories, and office.
- Supervises reporting and record keeping for school's administration, class schedules, and student files.
- Ensures student and staff records are current and secure.
- Governs adherence to Federal, state, local, and Addenbrooke regulations, policies and procedures.
- Complies with school's mandatory reporting requirements.
- Conveys to administrative team the needs and accomplishments of the school.
- Supervises, schedules creates procedures for all pre, post school and non-classroom activities and areas including student pick-up and drop-off locations.
- Administers the Addenbrooke's worker's compensation program.
- Observes statutory, regulatory, and hiring policies. Completes background checks, contacts references and verifies employment history.

Supervises Staff Development

- Exemplifies the vision and mission of Addenbrooke as a positive role model in achieving school objectives.
- Maintains a positive work environment and is responsive to the work-related needs to staff adheres to Human Resources policies and practices.
- Directs staff and board in the event that inappropriate behavior or violation of Addenbrooke policies and procedures should arise.
- Conducts ongoing personnel performance and comprehensive annual evaluations at determined intervals.
- Recruits, interviews, and hires school-based teachers and support staff.
- Observes statutory, regulatory, and hiring policies. Supervises completion background checks, contact references and verifies employment history.
- Concludes the annual re-appointment of staff and teachers in a timely manner and within fiscal guidelines.

Involves Parents and Community

- Promotes synergy between school leadership, parents, teachers, and community members in the learning environment to enhance each student's progress towards becoming local and global stewards of time, resources, and talent.
- Consults school leadership, teachers, staff, parents, and the board, if necessary, regarding educational and behavioral issues and how they should be addressed.
- Promotes, represents, and maintains positive reflections of Addenbrooke at community functions and with Addenbrooke.
- Addresses students, staff, parents, and the board with appropriated and effective communication methods at various functions.
- Exemplifies the vision and mission of Addenbrooke.
- Attends student recognition, school sponsored, and athletic events.

Perform Additional Duties as Assigned Disclaimer

- The above requirements are general in nature and are by no means intended to be an exhaustive list of all responsibilities, duties and skills required of personnel appointed to this position.

Skills and Knowledge

- Demonstrates leadership and results oriented individual with 5 years combined K-12 classroom teaching/principal/assistant principal experience.
- Expert organizational multitasking, and prioritizing abilities.
- Strategic and functional problem analysis and solving abilities.
- Fiscal planning and reporting experience.
- Staff recruitment, hiring, and development experience.
- Excellent interpersonal skills: courteous, professional, empathetic, strong work ethic
- Proven oral, written, negotiating, and influencing skills.
- Broad world-view with ability to forecast plans, projects, and budgets over a 2-5 year timeframe.
- Interpret and condense complex issues and data to produce positive outcomes aligned with the vision and mission of Addenbrooke.
- Ability to delegate responsibility to identify and cultivate leaders and create consensus related school programs, projects, and activities.
- Creative thinker who takes initiative and is proactive.
- Demands professionalism from the team and encourages each person to perform to the best of their abilities.
- Comprehensive knowledge of Federal, State, and local requirements for K-12 schools and charter school law preferred.

Qualifications

- Must have a Bachelor's degree from a four-year accredited College or University, Master's degree preferred.
- Successful completion or working towards an Administrator License.

- 2-5 years in school administration (Charter School preferred).
- Experience in K-12 classical school instruction.
- Computer literacy skills; proficient in current productivity tools and operating systems. Student Information System (SIS); Social Media.
- Equivalent/substitutionary requirements as Addenbrooke may deem appropriate.

Physical Demands

- Some physical exertion required.
- Required to sit and/or stand up for long periods of time.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate; however, noise level may increase during periods of high student traffic.

Terms of Employment

- Salary and benefits shall be paid consistent with Addenbrooke salary and benefit policies. Length of work year and hours of employment shall be those established by Addenbrooke Board.
- This document does not constitute an employment contract, implied, or otherwise, other than an "at will" relationship.

Evaluation Performance will be evaluated in accordance with Addenbrooke policy.

Declaration The Addenbrooke Board retains the sole right and discretion to make changes to the job descriptions. Any unauthorized changes made by an employee will be subject said person to disciplinary action and possible termination.

Salary: \$130,000 – \$162,000

Position: Opened until filled.

Start date: July 1st 2026

Contact: bod@addenbrooke.org

► RESPONSES TO QUESTIONS BELOW MUST BE SUBMITTED WITH APPLICATION 

Executive Director Application Written Questions

1. What are the advantages, purpose, and benefits of a classical education? What are some of the disadvantages classical education?
2. Describe a system you have implemented. Please include the challenges and opportunities presented, timeline of events, and role that you played in the implementation of the plan.
3. What type of school culture do you promote, and how do you build and sustain that culture?