

---

## Chief Executive Officer, East Harlem Tutorial Program

### Who we are

East Harlem Tutorial Program (EHTP) began in 1958 as a children's reading group and has since grown into a thriving network of community-based, Pre-K - 12th grade public charter schools, [East Harlem Scholars Academy](#) (EHSA), complemented by a portfolio of programs including: after-school and summer programs for [elementary](#), [middle](#) and [high](#) school scholars, support for [College Scholars](#), and the [East Harlem Teaching Residency](#) program to support aspiring teachers. EHTP is focused on significantly increasing the college graduation rate in the diverse and vibrant community of East Harlem, New York City, by helping scholars build the academic skills, strength of character, and emotional well-being to thrive in school and lead in their communities. We believe that our scholars shouldn't have to leave their neighborhood to access a great education.

### About the CEO role

EHTP is an established organization with deep roots serving the East Harlem community for the last 65 years. We are seeking an exceptional Chief Executive Officer who understands our diverse community and can lead and drive excellent outcomes for the scholars of East Harlem. The Board is seeking a leader who can sustain our strengths and legacy, while also setting our future vision and leading the next phase of our development, ensuring high-quality instruction and outcomes for our students, engaging our families as partners, and cultivating strong enrollment into our schools. Our CEO will report to and work in partnership with the Board and will collaborate with our stakeholders to lead a strong network of schools and out of school time programs in support of our students' success.

### The "What" - Key Responsibilities

#### **Establish and sustain the organization's vision and strategy for student success**

- Ensures that EHTP programming continues to be a successful learning environment for our scholars, cultivating strong family connections, resulting in strong and growing student enrollment year over year
- Keeps students at the center of all decision making and ensure that every aspect of our programming works well for our students
- Understands and values the history of East Harlem including the opportunities, inherent strengths and limitless potential that deeply inform our work
- Honors the legacy of our organization while setting a clear vision and plan for EHTP's future
- Partners with, motivates and inspires faculty, staff, students, families, and community members to champion a shared vision and strategy that achieves success for each of our scholars

#### **Support and lead an effective and inclusive leadership team culture**

- Models the organization's core values of service, courage, humility, originality, leadership, achievement and reflection to approach the challenges we face
- Attracts, supports, develops and retains diverse talent across programs and schools
- Actively coaches and develops organizational leaders to be effective in their roles, in the management of their teams and functional areas, and in sustaining an organizational culture that centers on student success and partnerships with our families and community
- Spearheads effective talent management strategies throughout the organization, including operationalizing a path to advancement that is accessible to all EHTP team members
- Leads the next phase of EHTP's work to become an anti-racist place for students, families, educators and staff

---

**Ensure coherence and efficacy across all EHTP programs, schools and offerings**

- Secures effective and efficient decision-making processes that elevate the expertise and perspectives of our community and builds buy-in throughout and beyond the organization
- Continuously identifies opportunities for cross-functional, cross-program collaboration to ensure that a thoughtful and coherent strategy is propelling the entire organization forward
- Assesses and strengthens each aspect of the organizational model, including organizational growth already underway

**Cultivate authentic partnerships with the EHTP community**

- Works in partnership with and proactively communicates with the Board
- Builds positive relationships and coalitions with staff members and principals and inclusive of staff, students, parents and families, communities, trustees, authorizers, and partners
- Values and sustains the strong sense of family, community and voice that is part of our legacy as a community-based organization
- Maintains visibility and strengthens parent connections and partnerships for student success
- Maintains a clear understanding and focus on all families and proactively works to include historically marginalized families
- Creates proactive systems that garner feedback from staff, students and families to inform and evaluate the effectiveness of our programs, priorities and practice

**Ensure effective board relations, governance, fiscal health and sustainability**

- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, and successes
- Maintaining and securing resources, including financial, partnerships and other opportunities to realize an ambitious future
- Able to communicate financial decisions in a transparent and inclusive way
- Establishes policies, systems and structures that ensure the financial viability and alignment to our organizational goals
- Ensures that EHTP continues to have strong partnerships beyond the organization, including our schools' authorizer, the SUNY Charter School Institute ("CSI"), philanthropic partners, local leaders in the East Harlem community, key leaders in the NYC DOE school district, parents and families, and neighboring charter schools
- Leads efforts to generate private and public financial support for the school's operations and reserve funding through foundation, government grants, and individual fundraising

**The "How" - Competencies or Skills Needed for Success**

**Student-Centered Decision making**

- Leverage data on student learning to drive decision-making and make real-time adjustments to better meet student learning needs
- Analyze complex, nuanced data from multiple angles and exercise judgment in making critical decisions, and communicate the implications to diverse audiences
- Exhibit a strong focus on goals, accountability and results; set clear metrics for student success
- Monitor progress and demonstrate persistence to overcome obstacles to achieve goals
- Set priorities to maintain high-quality instructional programs within the organization's financial means

**Cultural Fluency, Equity Champion**

- Demonstrate cultural fluency, sensitivity, and a strong equity lens to establish a culture of growth mindset around issues of equity and to meet the needs of our diverse students and staff

- 
- Solicit, elevate, understand, and value--either through personal experience or empathy--the perspective of a wide variety of stakeholders
  - Build authentic relationships across lines of difference (race, gender, age, socioeconomic background, LGBTQ status, etc.) through self-reflection, empathy, and a clear personal identity
  - Address matters of equity, race, and bias in decision-making with clarity, confidence, openness, empathy and historical context
  - Recognize race and power dynamics playing out within the organization at all levels and interrupt inequities through honest and difficult conversations and actions

### **Team Leadership and Management**

- Effectively balance the tension between individual school and program leader's needs and vision with the need for coherence across all programs
- Build, inspire, manage and coach effective teams to achieve ambitious goals
- Accurately assess team and individuals' skills, identify development needs, and provide feedback and supports to improve practice, build capacity, and maximize talent
- Promote professional learning and utilize effective adult learning techniques
- Lead teams to collaborate with each other, teams, and stakeholders including parents and families

### **Authentic Communication and Relationship Building**

- Communicate effectively, tailoring messages for the audience, context, and mode of communication
- Able to ensure that priorities and expectations are clear, and that questions are answered directly and transparently
- Listen compassionately with an open mind - seeking to fully understand what makes our organization and community unique before establishing the direction forward
- Navigate politically complex structures, relationships and dynamics to challenge ideas and enable thoughtful decisions and positive outcomes for students

### **What experience we're looking for**

- A clear track record of improving academic outcomes for students with a keen focus on equity and access for all learners and the importance of enrichment programming and wraparound services in a full service community model.
- A decade or more of experience leading an organization, with effective operational and fiscal management.
- Deep understanding of the principles of diversity, equity, & inclusion that are necessary for leading an organization on a strategic path to becoming anti-racist.
- Significant experience in education, specifically working in a multi-site school system and/or academic programming serving a racially diverse student body.
- Experience building high quality, highly functional teams with clear expectations for serving schools and achieving student success.
- Demonstrated experience building consensus and trust within an organization.
- Exceptional written, oral, and visual communications skills.
- Knowledge of best practices, on current and national trends and research for the instruction of diverse and multilingual learners.
- Master's degree or higher in a related field, preferably in education.

### **How to apply**

Interested applicants should apply online at

<https://apply.workable.com/almaadvisorygroup/j/304FA73CDC/> and provide a resume and cover letter that clearly demonstrates the aforementioned qualifications.

### **Compensation**

Salary range is \$250,000 to \$275,000, and commensurate with prior experience. In addition, a comprehensive benefits package is included. We look forward to discussing details with you as the interview process progresses.