Delegation of Authority Policy

Policy Number: 1002

I. Purpose

The Summit Academy Board of Trustees has established general guidelines for delegation of authority from the Board of Trustees to the Executive Director.

II. Policy

A. Authority of the Board of Trustees

The Board shall have all powers, authority, and duties as designated in the Summit Academy Charter and the Summit Academy Board of Trustees Bylaws.

B. Authority Delegated to the Executive Director

The Board of Trustees may delegate authority to the Executive Director to manage the LEA and implement the core values, mission, vision, goals, priorities, and policies of the District, in accordance with the Summit Academy Charter, Summit Academy Board of Trustees Bylaws, and Executive Director Job Description.

1. If the Executive Director is unavailable, or the role of Executive Director is vacant, the Board of Trustees will reassume any delegated authority. The Board of Trustees may delegate authority to other members of the Summit Academy staff in the interim. This includes all responsibilities delegated to the Executive Director, as listed in LEA policies, procedures, and governing documents.
2. Alternate delegation of authority will be commensurate with the nature and length of the Executive Director's absence. Alternate delegation of authority plans will be communicated from the Board of Trustees to Summit Academy staff and families.

III. References

Summit Academy Charter
Summit Academy Board of Trustees Bylaws

IV. Attachments

Executive Director Job Description

V. Revision History and Approval Date

Version 1: October 27, 2022: Original Date of Approval
Version 2: October 22, 2026: Review

JOB DESCRIPTION
Summit Academy Schools, Inc
Executive Director
12 Month Calendar (261 Days)
Supervisor: Board of Trustees

ABOUT SUMMIT ACADEMY

Summit Academy Schools serve students across four Utah campuses (K–12) with a mission to inspire a love of learning, academic excellence, and whole-child development. The Executive Director leads the organization in fulfilling its charter, ensuring high levels of academic achievement, operational excellence, responsible stewardship, and a strong, supportive school culture.

PURPOSE STATEMENT

The Executive Director serves as the chief executive and instructional leader of Summit Academy Schools. Reporting directly to the Board of Directors, this role oversees all LEA operations—including academics, finance, compliance, student services, human resources, communications, and stakeholder engagement—and ensures that all campuses meet or exceed the school's mission, performance expectations, and legal requirements.

ESSENTIAL FUNCTIONS:

Leadership & Governance

- Champion Summit Academy's mission, vision, strategic direction, and core values.
- Provide clear, data-driven reports and recommendations to the Board of Trustees.
- Ensure strong principal supervision, coaching, evaluation, and support.
- Build alignment and collaborative culture across all campuses and departments.
- Demonstrate creativity and strategic insight by staying informed about educational innovations and adapting those that align with the LEA's vision.

Academic Excellence

- Oversee curriculum, instruction, assessment, MTSS, and student achievement outcomes.
- Support principals, instructional coaches, and educators through mentoring, PLCs, and performance management.
- Ensure fidelity to academic programs such as STEM, literacy, CTE, ELL, and enrichment initiatives.
- Lead the development of the Summit Academy Improvement Plan (SAIP).

Operations & Talent

- Ensure safe, effective, and compliant daily operations across all campuses.
- Provide support to HR, technology, facilities, transportation, student services, and operational teams.
- Promote a positive, professional, and equitable work environment for all staff.

Financial Stewardship

- Collaborate with the Business Administrator to maintain fiscal integrity and compliance with Board-approved policies.
- Assist with budgeting, forecasting, audits, and state/federal funding requirements.
- Ensure accurate and transparent financial reporting to the Board and stakeholders.

Compliance & Risk Management

- Identify, interpret, and operationalize federal/state laws, USBE regulations, charter requirements, and policies.
- Oversee safety, insurance, data privacy, risk management, and crisis preparedness.
- Lead policy development and revisions in collaboration with the Board.

Community, Culture & External Relations

- Serve as Summit Academy's primary spokesperson and community representative.
- Maintain strong relationships with families, staff, local partners, and state agencies.
- Oversee communications, marketing, website, and enrollment initiatives.
- Represent the school at state meetings, community events, and education organizations.

OTHER FUCNTIONS:

- Participate in professional development and continuous learning.
- Perform other duties as assigned by the Board of Trustees.

JOB REQUIREMENTS: Required and Preferred Qualifications, Skills, Knowledge, and Abilities.

REQUIRED QUALIFICATIONS

Education:

- Bachelor's degree required.

Experience:

- 5+ years of senior leadership experience in one or more of the following:
  - Education
  - Nonprofit or public-sector management
  - Business operations
  - Organizational development
  - Strategic planning
  - Multi-site leadership
- Demonstrated success leading complex organizations, including responsibility for:
  - People leadership
  - Operations
  - Culture
  - Financial oversight
  - Organizational performance

PREFERRED QUALIFICATIONS

Education & Licensure:

- Master's degree in education, leadership, business, public administration, organizational development, or a related field.
- Administrative Leadership License preferred.

Leadership & Governance Experience:

- Experience supervising senior leaders, principals, managers, or department heads.
- Experience collaborating with or reporting to a governing board.

Specialized Knowledge:

- Familiarity with or interest in learning Utah charter school law, governance, and USBE compliance.
- Experience leading multi-site organizations or distributed teams.
- Experience with organizational development, culture design, leadership development, or talent strategy.

Community & Sector Experience:

- Experience working with families, communities, or customer-facing organizations.
- Educational sector experience (K–12, higher ed, early childhood) a plus but not required.

SKILLS:

- Strategic leadership and planning.
- Strong communication and relationship-building skills.
- Data analysis and goal-setting proficiency.
- Financial management and budgeting expertise.
- Change management and adaptability.

KNOWLEDGE:

- Organizational development and performance management.
- Educational programs and instructional frameworks.
- Compliance with charter school laws and regulations.
- Risk management and operational best practices.

ABILITY:

- Lead multi-site organizations effectively.
- Engage diverse stakeholders and unify teams.
- Handle confidential and sensitive information appropriately.
- Delivering measurable results in dynamic environments.

RESPONSIBILITY:

- Oversight of academic, operational, financial, and cultural performance.
- Ensure compliance with laws, policies, and charter requirements.
- Maintain fiscal integrity and transparent reporting.
- Foster positive community and staff relationships.

WORKING ENVIOURMENT: Full-time, year-round position. Occasional evenings, meetings, and events required. Travel between campuses as needed.