



Job Title: Executive Director

Location: Pinnacle Chartered Public School, 6 Bridge Street, Colebrook, NH

Department: General Operations

Classification: Administration

Reports To: Board of Trustees

Employment Status: Regular Full Time

Join us at the forefront of educational innovation as the Executive Director of our groundbreaking charter high school in Northern New Hampshire. We are seeking a visionary leader who is passionate about fostering a vibrant culture of curiosity and a love of learning. The ideal candidate will have a proven track record of building and leading high-performing teams, and will thrive in a dynamic, fast-paced start-up environment. If you are eager to shape the future of education and inspire both students and staff to reach their fullest potential, we invite you to bring your expertise and energy to our team.

Position Overview: The Executive Director of Pinnacle Charter School is responsible for the overall daily operations of the school and for the execution of the vision and mission of Pinnacle Charter School. This individual will ensure the educational mission is carried out, promote an inclusive and respectful school culture, and guarantee compliance with all state and federal requirements. The Executive Director will lead, supervise, and evaluate faculty and administrative staff, manage school finances, and facilitate strong community and district relationships.

Key Responsibilities:

- Foster an educational environment that enables both students and faculty to achieve their maximum potential.
- Establish and sustain a school culture centered around respect, leadership, personal responsibility, and mutual support.
- Build and maintain effective working relationships with local school districts to ensure seamless collaboration and student support.
- Assume comprehensive responsibility for the supervision and management of all staff and students.
- Recruit, interview, and hire additional administrative and teaching staff as necessary, subject to approval by the Board of Trustees.
- Ensure strict compliance with all applicable state and federal educational standards and regulations.



- Supervise and evaluate staff performance regularly to maintain high standards of teaching and administrative excellence.
- Oversee class scheduling processes to maximize educational effectiveness and student engagement.
- Direct and manage rigorous student assessment procedures to accurately measure and promote student achievement.
- Maintain and enforce rigorous health and safety practices in alignment with local public codes and regulations.
- Oversee the fiscal management of the school, providing detailed financial reports to the Board of Trustees to ensure transparency and fiscal responsibility.

Qualifications:

- Master's degree in education, Educational Leadership, Administration, Human Resources, or a related field is highly preferred
- Proven experience in leadership and administration with a strong emphasis on team building.
- Comprehensive understanding of state and federal educational laws and regulations.
- Strong fiscal management and budgeting skills.
- Exceptional leadership, communication, and people skills.
- Ability to build effective relationships with diverse stakeholder groups, including students, parents, staff, board members, and community leaders.

Requirements:

- Successful completion of a comprehensive background check is required prior to employment.

Compensation: Competitive salary commensurate with experience, including comprehensive benefits package.

Working Conditions

- Fully on-site position located in Colebrook, New Hampshire
- This position may occasionally visit community partners and other schools
- This position may travel to Concord for State required board meetings
- Usually works during normal business hours, Monday through Friday, some meetings may require flexibility to support the role
- Attendance at Pinnacle Board Meetings monthly are required.
- Travel requirements are less than 10% for meetings and field trips as needed.



Why Join Pinnacle?

Nestled in the stunning beauty of New Hampshire's Great North Woods, we are proud to be the northernmost chartered public school in the state—and one of its most innovative. Our unique location offers the perfect balance of forward-thinking education and the unparalleled outdoor experiences of our region. Committed to ensuring every student is prepared to compete for college opportunities regardless of their economic or social background, we foster a culture where a love for learning drives curiosity, growth, and success. At our school, you won't just make a professional impact—you'll be embraced by a supportive community and have endless opportunities to learn, explore, and thrive in the mountains of New Hampshire. Join us, and experience the strong sense of purpose and belonging that makes our school truly special.