



Executive Director Application

D'Arbonne Woods Charter School
9560 Hwy 33 Farmerville, LA 71241
318-368-8051

Reports to:	Board of Directors	Work days:	12 month employee	Job begins:	7/1/2026 – 8/1/2026
Classification:	At-Will	School Type:	Charter – Type 2	School Status:	A

D'Arbonne Woods Charter School is an Equal Opportunity Employer. D'Arbonne Woods Charter School does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and educational need.

POSITION SUMMARY:

The Executive Director (ED) at D'Arbonne Woods Charter School serves as chief executive officer and is responsible for the overall success of DWCS. Together, the Board and ED assure the relevance of DWCS to the community. The ED is also responsible for accomplishment of DWCS's mission statement and the accountability of DWCS to its constituents. This position is very difficult as it involves a number of areas of expertise and required talents. The ED, in essence, runs the school and is answerable directly to the Board and, in part, the State Department. The Board is responsible for delegating responsibility for management and day-to-day operations to the ED via the job description and the ED has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The ED provides support to the board as it carries out its governance function.

MINIMUM REQUIREMENTS:

EDUCATION:

- Bachelor's Degree required
- Master's, +30, OR Ph.D. in Educational Leadership required

WORK EXPERIENCE

- Required = At least 5 years working in the field of education with a preference in charter schools
- Required = At least 3 years working in a managerial/education leadership experience

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience managing/overseeing large budgets
- Overseeing multiple employees
- Evaluating multiple employees in multiple areas
- Knowledge of Louisiana charter school law
- Strong leadership and interpersonal skills with the ability to lead the school and provide competent direction
- Ability to interpret and implement both Board and school policies and procedures
- Ability to communicate effectively with Board, colleagues, students, community, press, and a diverse public in terms of cultural, social, economic, and educational background
- Ability to work collaboratively with Board and colleagues to a diverse workplace through ideas and experience
- Excellent time management skills, project management skills, and ability to prioritize work
- Ability to be flexible and adapt as needed

APPLICANT INFORMATION:

Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

E-mail: _____

Are you a U.S. citizen and authorized to work in the United States? YES NO

Have you ever been arrested and/or convicted of a crime? YES NO

If yes, explain. _____

CERTIFICATION AREAS:

Certification Level: _____ [Include a copy of your certificate with this application.]

Praxis Tests in Leadership Taken: _____

Leadership Test Scores: _____

EDUCATION BACKGROUND AND LEVEL:

High School: _____
• Dates attended: _____

College/University: _____
• Dates attended: _____
• Degree[s] earned: _____

College/University: _____
• Dates attended: _____
• Degree[s] earned: _____

College/University: _____
• Dates attended: _____
• Degree[s] earned: _____

JOB EXPERIENCES:

List job experiences starting with most recent. If more than three, list on a separate sheet of paper.

1. Organization: _____
Supervisor's Name and Contact Information: _____

Job Title: _____
Duties: _____

Dates: _____
Reason for leaving: _____

2. Organization: _____
Supervisor's Name and Contact Information: _____

Job Title: _____
Duties: _____

Dates: _____
Reason for leaving: _____

3. Organization: _____
Supervisor's Name and Contact Information: _____

Job Title: _____
Duties: _____

Dates: _____
Reason for leaving: _____

REFERENCES:

Please list three persons, not related to you, who are familiar with your work and work ethic from personal experience.

1. Name: _____
Position/Organization: _____
Address: _____
Phone #: _____
Email: _____

1. Name: _____
Position/Organization: _____
Address: _____
Phone #: _____
Email: _____

2. Name: _____
Position/Organization: _____
Address: _____
Phone #: _____
Email: _____

GENERAL QUESTIONS:

Please answer the following questions as best you can on separate sheets of paper. You may handwrite your answers or type them out. Include these answers in your reply, but please do not staple or paperclip.

There is no minimum or maximum word length.

1. Why do you want to be the Executive Director at D'Arbonne Woods Charter School?
2. Everyone has to wear a lot of hats at a charter school. What are your best strengths and least strengths?
3. How can you instill a high morale among students, staff, and/or parents?

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action in the event that the above facts are found to be falsified. Also, I understand that the submission of this application and/or an interview is not guarantees of employment.

Please turn in this application and all pertinent documents by May 31, 2026. See address on page 1.

Signature: _____ Date: _____