

Position Announcement:

Executive Director of Muddy Creek Charter School

Salary range - \$70,000 to \$85,000

About Muddy Creek

Muddy Creek Charter School (MCCS) is a rural public school in the Corvallis School District dedicated to the integration of an exceptional academic program with its community--the land and its people. Our mission is "to provide an outstanding K-5 public educational program for children who reside in and around the Muddy Creek Watershed. In a multi-age school environment, the school will deliver a place-based, project-based, integrated arts and science curriculum grounded in its rural agricultural setting and commitment to community service..."

About This Opportunity

Charter schools are intended to promote innovative instructional practices free from some of the rules and regulations that govern traditional public schools This environment is an administrator's dream! You will have opportunities to develop creative programs and use nontraditional strategies to educate students. Parents at the school are highly supportive and work with the school to provide the best education possible for their children. The highly motivated staff work collaboratively as a team and remain focused on the school's vision and mission.

The Executive Director is the leader, administrator, and public face of MCCS. Overseeing six licensed homeroom teachers, instructional assistants, specialists, staff and one Office Manager. The Executive Director is responsible for the overall development, management, and sustainability of our programs, facility, and services. As the site supervisor for the school, the Executive Director is responsible for both day-to-day operations as well as long-range planning and development. On any given day, the Executive Director will be answering parent questions, assisting teaching staff, attending IEP and 504 meetings, and ensuring the school is operating smoothly and safely.

### **Student Achievement and Development**

- Maintains an emotionally healthy and physically safe environment conducive to the total educational development of the students. Maintains effective student discipline. Provides plans for emergency situations.
- Collaborates with staff to facilitate the planning, development and implementation of instructional programs consistent with the mission and vision of Muddy Creek Charter School including curriculum, teaching materials, and methods.
- Meet and maintain policies, guidelines, rules and regulations of the Inavale Community

Partners School Board, The Corvallis School District, The State Board of Education, MCCS Charter agreement, the State of Oregon and Federal requirements.

#### **Staff Performance and Development**

- Facilitates mentorship and training opportunities for staff.
- Promotes trust and respect to develop teachers through collaborative decision making and teamwork.
- Oversees all personnel issues including hiring, discipline, termination, supervision and evaluation, supporting and promoting equity, and staff development.

#### **Communications**

- Collaborate with teachers to create a formal and efficient decision-making and communication structure.
- Maintains communication with staff, students, families, Corvallis School District, and community groups to ensure an understanding of school programs, goals, and objectives.

#### **Facilities and Safety Management**

- Directs and supervises all school support services such as custodial services and physical plant operations; and facility and ground repair, maintenance, and alterations.
- Manages emergency planning and ensures timely completion of safety drills and related training

#### **Financial and Administrative Management**

- Ensures compliance with policies, procedures and regulations mandated by federal and state laws, Corvallis School District requirements, the Muddy Creek charter, bylaws, and Board-established measures of accountability.
- Will work with the board, teachers, and staff to review the management structure of the school to encourage stability, teacher independence, and community involvement.
- Prepares and presents operational reports to the Board and assists in preparing monthly meeting agendas. Provides strategic input and recommendations.
- Works closely with the Board and Financial Manager in development and management of capital and operating budgets for the school. Controls expenditures within approved budgets.
- Maintains a positive working relationship with the Corvallis School District

#### **Who We're Looking For**

The most successful candidate will be an innovative leader who fully embraces personalized learning models. The Director will be an experienced administrator who is able to draw upon experience, acumen, and best practices to provide strong leadership that meets the needs of our unique learning community. We are looking for an individual who is ready to roll up her/his sleeves, jump in, and work quickly and efficiently to accomplish necessary tasks. The Executive Director should be willing to lead the way, work as part of a team, and revise tactics as needed. As a detail-oriented, organized professional, you will thrive on a high level of autonomy that will require you to wear multiple hats within a small organization. MCCS is rooted in relationships; the Executive Director must be able to relate to a wide audience, have a sense of humor, and

value others' strengths, and use them to move the school forward. You must have strong social-emotional skills and demonstrate flexibility around the students, families, staff members, and the culture of the school.

Required Documents:

- Cover Letter
- Completed Application Form
- Current Resume
- Three (3) Letters of Recommendation

Closing Date: Open Until Filled. Applicant screening to begin as early as May 5, 2021

Starting Date: Beginning of the 2021-2022 School Year

To Apply:

Amanda Vanderzee, Administrative Assistant 30252 Bellfountain Rd., Corvallis, OR 97333

Muddy Creek Charter School Ph: 541-752-0377

Email the following documents to [office@muddycreekcharterschool.org](mailto:office@muddycreekcharterschool.org).

Due to the anticipated number of applications expected, we regret that we cannot personally reply to every inquiry. Applicants selected for an interview will be notified by May 15, 2021. The applicant selected for hire must pass a comprehensive criminal, and personal history background check.

An Affirmative Action/Equal Opportunity Employer: Muddy Creek Charter School does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and activities as required by state and federal law.

Veterans: A copy of the applicants Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge OR a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pension.

Disabled Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge AND a copy of the applicant's veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).