

Muddy Creek Charter School

Position Description for Executive Director

Closing date: Friday, May 22, 2020 Start date: July 1, 2020

BACKGROUND: 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 multi-age classrooms, 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...”

JOB TITLE: Executive Director, 1.0 FTE

JOB SUMMARY: As a leader of the administrative team, the Executive Director is responsible for overseeing the daily operations of the school in the fulfillment of the mission, vision and strategic objectives established by the board and charter contract. The Executive Director promotes a positive and cohesive school climate that is built on relationships, open and responsive communication, stable enrollment, and a clear vision for the school. The Executive Director is responsible for maintaining stable enrollment.

REPORTING STRUCTURE: The Executive Director reports to the Inavale Community Partners Board.

ESSENTIAL FUNCTIONS: The Executive Director is accountable for fostering success in each of the following areas:

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.
- Plans, develops, and supervises the instructional programs of the school including curriculum and 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

- Promotes trust and respect to develop teachers through collaborative decision making and teamwork.
- Inspires and empowers all staff members to develop their leadership capacity for personal growth and the betterment of the school community. Supports self-directed work teams and advocates for continued development.
- Oversees and supports the implementation and development of curriculum within the mission and vision of the school, while allowing for individual teacher’s creativity and autonomy.
- Oversees all personnel issues including hiring, discipline, termination, supervision and evaluation, supporting and promoting equity, and staff development.

Communications

- Develops and maintains communication with staff, students, families, Corvallis School District, and community groups to ensure an understanding of school programs, goals, and objectives.
- Attends school functions to help foster a sense of community.
- Builds partnerships with families, community, local businesses and government agencies to further the vision and mission of our school.

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.
- 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 Business 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

QUALIFICATIONS:

- Current Oregon Administrator's license or Reciprocal.
- Prior experience in education

SKILLS:

- Ability to respond effectively, through writing and verbally
- Exceptional communication, organization and interpersonal skills expected
- Must work well under pressure
- Must have record of collaborative and team-focused leadership
- Ability to maintain focus and meet deadlines
- Proficient on computer, ability to use email, internet software, spreadsheets and word processing.

WORKING ENVIRONMENT: Essential functions of the job are primarily performed in a school/office environment with outdoor activities. Travel for off-campus commitments may be required. Must be willing to work evenings and non-standard hours, as needed. Must be willing to attend school wide activities. HOURS: 1.0 FTE, 225 work day calendar

SALARY/BENEFITS: \$60-70,000 commiserate with experience, education and skills.

APPLICATION PROCEDURE:

1. Single-page cover letter addressing your leadership style and why you are an advocate for project based learning.
2. Current resume detailing job history, education, and license.
3. Three references with email addresses and phone numbers.

For Veterans preference, please submit a copy of your DD 214 and 215.

Requested materials must be submitted to receive full consideration.

Submit application materials by email to: office@muddycreekcharterschool.org

Muddy Creek Charter School is an Equal Opportunity Employer.

Muddy Creek Charter School does not discriminate on the basis of race, color, national origin, age, religion, gender identity and/or expression, sexual orientation, political affiliation, or handicapping conditions in its educational programs or employment. No person shall be denied employment solely because of any impairment that is unrelated to the ability to engage in activities involved in the position or program to which application has been made