

## **Muddy Creek Charter School**

### **Position Description for Interim Executive Director**

Full Consideration date: Friday, January 15, 2021 Closing date: Friday, January 29, 2021

To ensure full consideration, applications must be received by 6 pm on January 15, 2021. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.

Start date: February 2021 until end of 20-21 School Year

**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:** Interim 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, maintaining stable enrollment, open and responsive communication, and a clear vision for the school.

**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.
- 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

#### **QUALIFICATIONS:**

- Current Oregon Administrator's license or Reciprocal.
- Prior experience in outdoor education, science education, and place-based learning.
- Prior elementary teaching experience.

#### **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 Google based email, calendar, internet software, classroom software, spreadsheets and word processing.

**WORKING ENVIRONMENT:** During Covid restrictions remote work is acceptable as long as essential functions are performed. Otherwise 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:** \$70-85,000 per annum, commensurate 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 (or eligibility).
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](mailto: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