

# KLAMATH FALLS CITY SCHOOLS

## Executive Director- Eagle Ridge Charter School (4796)

### JOB POSTING

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#### **Job Details**

*Title*

**Executive Director- Eagle Ridge Charter School**

*Posting ID*

**4796**

*Description*

The EagleRidge Board of Directors is seeking the next Executive Director of Eagle Ridge High School. EagleRidge is a New Tech Project Based public charter school sponsored by the Klamath Falls City Schools. EagleRidge serves 9 through 12th-grade students. EagleRidge High School is seeking a passionate and dedicated educator who has a calling and mission to support all students, staff, and families.

#### **Job Description:**

To support the delivery of EagleRidge High School's written, taught, tested, and reported curriculum and contribute to maximizing student achievement as tested with state-mandated standardized measures.

To ensure the reflection and communication of a positive image and attitude toward decisions and functions of the school as they relate to the public, staff, parents, and students. In this position, the director shall have the authority to delegate certain administrative and supervisory functions that will ensure effective programs in the schools. The Executive Director reports directly to the EHS Board of Directors.

#### **Qualified Applicant will:**

- Demonstrate ability to provide exceptional customer service to support all EHS staff members, parents, students, and other customers.
- Demonstrate willingness to provide student supervision, and support for families, and supervise all activities sponsored by the school.
- Demonstrate initiative and willingness to assist with all school activities.
- Ability to prioritize multiple responsibilities and deadlines.
- Ability to maintain a high level of accuracy and confidentiality.
- Demonstrate strong interpersonal, verbal, and written communication skills.
- Demonstrate ability to work effectively and collaboratively with others.
- Demonstrate analytical, problem-solving, and decision-making skills.
- Demonstrate sound work ethics and flexibility.
- Possess cultural awareness and sensitivity.
- Is honest, trustworthy, and reliable to complete tasks and assigned work schedules.

#### **ESSENTIAL JOB RESPONSIBILITIES:**

##### **Standard 1: Visionary Leadership-**

- Provides direction and strategic planning for the school; conducts needs assessment, goal identification, and implementation strategies.
- Provides for and leads the ongoing evaluation and continuous improvement of curriculum, educational, and instructional programs.
- Is an ethical, innovative, and trustworthy leader with good follow-through.
- Leads staff and students with respect, fairness, and caring; directs and supports educational employees in the performance of their duties.
- Acts in a manner consistent with the law and board policies.
- Attends board meetings and assists the board in reaching sound judgments and establishing policies; makes available personal advice on special or technical matters by those persons qualified to furnish it.
- Pursues excellence, leads by example, and demonstrates an understanding of the concepts, strategies, and tools for maximizing interpersonal and professional effectiveness in the fields of education and positive youth development.

##### **Standard 2: School Culture Conducive to student learning and staff professional growth-**

- Creates a comprehensive, rigorous, and coherent curricular program.

- Develops assessment and accountability systems to monitor student progress.
- Develops and implements staff evaluation system that includes the use of student achievement data.
- Supervises instruction.
- Ensures a positive, safe, and efficient learning environment.
- Participates in professional growth activities and encourages it in others.

**Standard 3: School Management-**

- Demonstrates good fiscal management skills; uses revenue appropriately and directs the preparation of annual budget within the limits of the law and board policy, approves and directs purchases, expenditures, grant requests, and budget modifications.
- In consultation with appropriate board committees, recruits, assigns, promotes, and when necessary, demotes, suspends, or discharges school personnel.
- Establishes and implements approved school policies and procedures.
- Sets standards, provides evaluation tools and promotes staff development.
- Demonstrates problem-solving, decision-making, time management, and organizational skills.
- Classifies, assigns and controls the promotion of students.
- Creates a climate, systems, and strategies for communicating regularly with staff, students, parents, and community stakeholders.
- Allows for the safe expression of staff opinions, values, and beliefs.
- Keeps the school in compliance with district, state, and federal regulations.

**Standard 4: Collaboration with Staff and Community-**

- Builds and maintains teamwork and morale among the staff.
- Builds positive, professional relationships with parents and community members and inspires their involvement.
- Builds positive, professional relationships with the EHS School Board.
- Builds positive, professional relationships with primary school partners such as OIT, KCC, city, and county school districts, and ODE.
- Acts as primary spokesperson for EHS in dealing with school partners, media, government, social institutions, and the general public.
- Provides for marketing and public relations; keeps the public informed about modern educational practices, reforms, challenges, and charter school issues; ensures high visibility of EHS as an autonomous, equitable small high school dedicated to excellence and high student achievement.

**Standard 5: Student relationships built on integrity, fairness, and ethics-**

- Ensures a system of accountability for every student's academic and social success.
- Attracts a diverse student population.
- Develops a documented, fair and consistent discipline program.
- Develops a student-centered activity program.
- Provides a system and strategies for encouraging student dialogue or "voice" with school administration, staff, and other students.
- Establishes and communicates clear and consistent expectations for behavioral and academic achievement.
- Ensures proper academic, behavioral, and social support for student success are in place.
- Maintains a school-wide culture of trust and respect.

**Standard 6: Political, social, economic, legal, and cultural context-**

- Advocates for children, families, and caregivers in a variety of contexts.
- Acts to influence local, district, state, and national decisions affecting student learning.
- Assesses, analyzes and anticipates emerging trends and initiatives in order to adapt leadership strategies.

**QUALIFICATIONS:**

- Master's degree or higher from an accredited college or university.
- Valid Oregon Administrative Licensure or the ability to obtain within one year.
- Minimum of four years of full-time certificated experience working with students, K-12, while under contract in a school setting.

- Completion of an administrative internship or one year of experience as an administrator in grades K-12.
- Have completed a state-approved program of at least 30 semesters (forty-five quarter) credit hours of graduate study in school administration for the preparation of school principals at an accredited college or university.

**This program shall include competencies in the following areas:**

- Leadership, ethics, and management of change.
- All forms of communication, including technology, advocacy, and mediation.
- Customer involvement and public relations.
- Staff development and supervision of instruction.
- School law and finance (including special education), and grant writing.
- Curriculum development, integration of technology, delivery, and assessment.
- Education of all populations, including special education.
- Student behavior management/positive behavior supports/effective discipline.
- A minimum of three years 'experience in public school administration is preferred.
- Ability to work with students, staff, parents, and the public.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Must satisfactorily pass a criminal background check.
- Must hold a valid Oregon driver's license or have the ability to earn one in the specified time frame.

*Shift Type*                    **Regular**  
*Salary Range*                **Annual**  
*Location*                      **EagleRidge High School**

**Applications Accepted**

*Start Date*                    **05/30/2023**

**Job Contact**

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