

**Shade Canyon School Administrator
Kelseyville, California**



Shade Canyon School is a brand-new public charter school based on the principles of Public Waldorf education and located in beautiful Kelseyville, California. The school will open in September 2023 on a leased site, currently under development, with grades TK-2, adding one grade per year up to Grade 8. We expect to have around 80 students in our first year. Nestled at the base of Mt. Konocti along the scenic shores of California’s largest freshwater lake, Kelseyville is full of small-town charm, rich agricultural heritage, wide open natural spaces, and diverse families who are excited to fill our classrooms at the second classroom-based charter in all of Lake County.

Shade Canyon’s vision is: “We believe that by honoring simplicity, we nurture the spark of the individual and nourish a thriving community.” Our mission is to “cultivate inspired learners.” You can learn more about our school at www.shadecanyon.org.

The Board of Directors is searching for an experienced, dynamic, and inspiring Administrator to work at our school. The Administrator will provide overall direction of the school under the general oversight of the Board.

The Administrator serves as the Chief Executive Officer or Principal, providing strategic leadership, operational oversight, and support to all elements of the school community. They will oversee the instructional program, manage the school's operations, including all fiscal, legal, and pedagogical matters, and form strong relationships with all stakeholders within our school, the district, and the larger Lake County community.

The Administrator is the Chief Pedagogical Authority. As such, she/he/they oversees faculty, staff, pedagogy, and the development of academic programs—and ensures that the educational experiences of students are in alignment with the school’s charter, state requirements, and Alliance for Public Waldorf Education Core Principles.

The Administrator is designated by the Board to have primary and final authority regarding all personnel matters, including hiring, assignment, transfer, evaluation, and dismissal of employees. The Administrator has primary responsibility for execution of Board Policies and maintaining compliance with California Education Code, the Charter Schools Act, the charter, and any MOU’s or ancillary agreements with the charter-granting authority.

The Administrator has primary authority and responsibility regarding all Student Discipline and Special Education matters.

The Administrator uses data-driven practices to optimize the school's performance. She/he/they keeps abreast of standardized assessments, reporting requirements, legislative issues, and developments to ensure that the school operates in full compliance with state, county and district laws and regulations. She/he/they spearheads a school culture of collaboration, accountability, respect, and growth.

The Administrator establishes and maintains relationships with the Lake County community, the authorizing district trustees and staff, the Alliance for Public Waldorf Education, and the broader education community.

A successful Administrator will be a strong, compassionate decision maker and a flexible and resilient problem-solver with robust leadership skills. She/he/they will demonstrate a commitment to educational equity and an unyielding belief that all students can achieve at high levels. She/he/they will show a high level of cultural fluency and an ability to build an inclusive school community.

ESSENTIAL JOB FUNCTIONS

Leadership

- Develop, articulate, and maintain policies and procedures that are consistent with the school's mission, philosophy, and goals
- Implement strategic vision, structure the school program, and manage resources so that all are in alignment and data-driven
- Oversee daily operations and implementation of student services, including discipline and crisis intervention
- Oversee ongoing marketing and promotion of the educational program and services of the school, as needed
- Oversee staff and their interaction with stakeholders of the school
- Establish and follow through on clear programmatic and financial priorities
- Approve contractual agreements under \$25,000.00
- Build connections between staff, families and students that are strong and mutually respectful, establishing effective communication channels between all stakeholders
- Actively seek staff, parent and student involvement and feedback
- Communicate regularly with all stakeholders on school performance and organization, decisions, and rationale, in a firm, diplomatic and transparent manner

- Listen and respond appropriately to staff, student, parent, and community questions and concerns
- Act as the public face of the school in the community, with the Kelseyville Unified School District, community-based organizations, etc.
- Collaborate with a faculty pedagogical Core Group, once established
- Support the Board in all aspects of its duty to carry out the mission of the school, including as described further below

Human Resources

- Recruit and retain highly qualified staff with diverse experiences, backgrounds, and perspectives that support the school's mission and vision
- Develop an effective team by engaging and empowering others to act and take responsibility to achieve results
- Exercise the executive power to supervise, evaluate, discipline, hire and/or dismiss any employee
- Ensure employees are hired and act within compliance with relevant employment laws and school policies and procedures
- Ensure consistency of practices and collaboration among all staff and contractors
- Ensure regular documented performance evaluations, including Individual Professional Development Plans, or terminations as needed; oversee implementation of Professional Development Plans
- Coordinate staff development and training that is aligned with the school's Public Waldorf mission, vision, and philosophy
- Effectively delegate decision making and problem solving to appropriate personnel and provide staff with leadership opportunities
- Promote a climate of professional collegiality and respect

Pedagogical Oversight

- Inspire a culture of mission-driven excellence by overseeing the planning and development of the Public Waldorf instructional program in partnership with the faculty
- Drive a collaborative planning process with the faculty that results in the development of yearly academic goals aligned with the charter, as well as state and local requirements
- Ensure that programs are evaluated and/or modified regularly, based on long-term goals, and to maximize student performance and mission impact
- Lead a culture of high expectations for clear and consistent student behavior management

- Ensure that there is pedagogical support as needed for lead and subject teachers (i.e., lesson planning, main lesson development, summer support for upcoming year, and faculty needs throughout the year); oversight of teacher planning, preparation, assessment, and classroom instruction; regular observations in each grade and subject classes, followed by feedback and support
- Facilitate collaboration of Subject Teachers and Class Teachers
- Oversee faculty professional development program, including identifying needs of faculty and ensuring follow-through of program(s)
- Work with faculty Core Group to set and monitor core subject grading policies and practices to ensure consistency across the school
- Design the school's academic standards, benchmarks, and assessments
- Chair general education intervention Student Success Team (SST) process and meetings; serve as administrative representative in 504 meetings and IEP meetings as needed
- Participate in festivals, assemblies, enrollment events, and other community events
- Oversee Alliance for Public Waldorf Education path-to-membership process

Financial Oversight

- Achieve the mission and vision of the school within the school budget with responsible and ethical use of school resources
- Work closely with Back-Office Provider and Finance Committee to develop and monitor budget and initiate changes in allocations of resources as needed
- Work with Back-Office Provider to develop annual California Dashboard and School Accountability Report Card (SARC) and other reporting mandates
- Work closely with administrative staff to monitor and sustain budget revenue drivers: enrollment, diversity, and attendance
- Work closely with the Board on fundraising, grant submissions and related performance reports
- Support Back-Office Provider in preparation for and conduct of the annual audit
- Oversee strategic and long-range planning

Compliance/Government/Legal

- Oversee state testing coordination, including teacher training for test administration
- Lead charter and MOU renewal process with authorizing district
- Serve as the primary interface with legal counsel, securing legal advice as needed
- Serve as the Public Information Officer of the school
- Identify, develop, revise, and approve school policies and procedures

- Prepare school calendar in cooperation with the Office Manager, including school days, bell schedule and teaching schedule for approval by the Board of Directors

Communications

- Oversee parent education and revisions and updates to Parent Handbook
- Oversee revisions and updates to Employee Handbook
- Oversee the updating of the school website
- Contribute to the school newsletter
- Oversee all administrative committees
- Serve as pedagogical representative of the school regarding enrollment; lead enrollment process
- Take an active role in the school's public relations of writing press releases, public speaking, etc.
- Oversee Complaint and Conflict Resolution policies and procedures
- Schedule and address school community at school meetings

Relations to the Board

- Work under the general supervision of the Board, taking direction, instruction, and coaching, as provided
- Serve on the Board as Ex-officio Member; attend Board meetings and prepare monthly Board report
- Work with Board president or designee to develop Board agendas
- Work with the Board to develop long-term strategic plans, including facility solutions
- Provide regular school updates to the Board, including data related to academic performance, enrollment, attendance, financial affairs, and school climate
- Recommend needed policy changes
- Serve on Board committees and meet with Board members outside of regular Board meetings as necessary
- Participate in Administrator evaluation each year
- Promote understanding and good working relationships between the Board and staff

ADDITIONAL QUALIFICATIONS AND EXPECTATIONS

Skills, Knowledge and/or Abilities Required

- Ability to maintain confidentiality
- Ability to communicate effectively, respectfully, and in a timely manner, both verbally and in writing
- Ability to work cooperatively and collaboratively with all stakeholders (including school employees, students, parents, and the community at large)
- Ability to make decisions strategically and solve problems effectively, while keeping the long-term success of the school at the forefront
- Strong organizational, time-management, prioritization, and delegation skills
- Strong leadership, conflict resolution, interpersonal, and performance management skills
- Ability to motivate and develop staff while building morale and teamwork
- Ability to support positive working relationships between colleagues throughout the school
- Ability to hold big picture priorities in mind while navigating the minutia of daily operations
- Proven track record of instructional leadership and academic excellence, including with English Learners and those with special needs
- Educational vision for and experience with low-income and/or minority students
- Willingness to investigate and support new research-based successful practices
- Ability to serve as a strong advocate and ambassador for the school
- Skilled at public speaking
- Commitment to continual self-reflection and self-improvement
- Professional, approachable, and respectful of others
- Ability to set up and support schoolwide information technology preferred
- Spanish fluency preferred

Education and Experience

- Preference for Waldorf Certification
- CA State Teaching Credential required
- At least 4 years teaching experience required
- Preference for Administrative Credential (mandatory if required by legislation)
- 4-Year degree required (preference for advanced degree)
- Supervisory and/or managerial experience in a school required
- Budget development experience for school budgets required
- Preference for grant and/or fundraising experience

- Preference for facilities management experience
- Preference for knowledge of laws applying to charter schools, as well as public schools
- Experience working with inquiry-based educational programs
- Demonstrated ability in helping teachers become skilled practitioners

Direct Reports

- Office Manager
- Aftercare Director
- All office staff
- All teaching staff

Reports to

- Board of Directors

ADA Requirement

- Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and in excess of thirty (30) pounds with assistance for a distance of up to 25 feet.

Other Requirements

- Fingerprint Check and Criminal Records Clearance
- Reference Check
- Clear TB test
- CPR and First Aid Certificate

Compensation and Benefits

Shade Canyon's benefits package includes a competitive salary (range \$100,000 to \$120,000), paid sick leave, medical benefits, California STRS Retirement plans, and the opportunity to participate in a 403(b) plan. Number of workdays: 210 or 239 days first year (to be compensated accordingly).

HIRING PROCESS

Mandatory Information to be submitted

- A minimum of three letters of recommendation written within the last 12 months which support your application for the vacant position

- Current California Administrative Services Credential, CA State Teaching Credential, and/or Waldorf Certification, where applicable
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process
- Application materials should be submitted along with the EdJoin application at <https://www.edjoin.org/Home/DistrictJobPosting/1718921>

Selection Process

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- Position will remain open until filled

Shade Canyon School is an Equal Opportunity Employer. It is the policy of the Shade Canyon School that no applicant, client and/or employee of the school shall, on the basis of race, color, religion/creed, ethnic/ national origin, political affiliation, sex (including pregnancy, gender identity, and sexual orientation), disability, veteran status, marital status, genetic information, or age (40 or older) be excluded from participation in or be denied the benefits of or otherwise be subjected to discrimination under any program or activity which SCS operates. This policy applies to every aspect of employment, advancement, transfer, demotion, lay-off, termination, rate of pay and selection for training.