

WILLITS ELEMENTARY CHARTER K-5TH GRADE DIRECTOR/PRINCIPAL

Posted Date: December 2018
Willits, Mendocino County, CA

About Willits Elementary Charter School

Willits Elementary Charter School (WECS) is a small, independent charter school. It is in its sixth year of operation and is stable both in its programs and finances. WECS provides a quality, personalized education for students in grades kindergarten through fifth. We are an intentionally small school of between 140-150 students with a heavy emphasis on family involvement. We have a strong commitment to Spanish language instruction as well as the arts and physical education. We celebrate diversity and strive to instill integrity, compassion and confidence in each child. We give each child support and encouragement to become his/her own unique self. Through inquiry-based learning, Willits Elementary Charter students tackle academic curriculum in ways that are engaging, meaningful, adaptable to a variety of learning styles, and fun.

You are invited to visit our website and read a copy of our charter for more information.
www.willitselementarycharter.com

The Willits Community

Willits is a small, rural town and surrounding community of 10,000 people in beautiful Mendocino County. Known as the Heart of the Redwoods; the air is clean, less than an hour to the coast and people are friendly. It's a great place for families or those who want to step back from urban life.

Position Overview

The new director must have a strong personal commitment to the school's mission and vision. We are looking for a positive, passionate, energetic leader who is friendly, warm and welcoming, and able to relate well to staff, students, and parents. We seek a creative leader who can build on the program in place and collaborate with all involved to strengthen an already strong program. They are encouraged to try new and innovative methods to enhance our educational program.

The Director position will begin summer 2018. The Director will implement the school's mission and vision through effective leadership of faculty, staff, students, and parents. The Director will be responsible for managing and overseeing all functions of the individual school site including all aspects of the instructional program, school environment, public relations and the operational health of the school. The Director will report to the Board of Directors and work with the WECS Advisory Committee as well as work closely with the Business Manager to maintain the fiscal health of the school.

Requirements:

- Bachelor's degree from an accredited institution of higher education

- Training, or commitment to obtain training, in positive discipline
- Experience in education with preference given to those with experience in educational leadership
- Knowledge of current charter and educational legislation
- Strong leadership, administrative, and communication skills (both written and verbal)
- Bilingual (English/Spanish) is highly desirable

Exemplary Director Candidates will demonstrate the following skills:

- Supporting Vision and Direction - *Maintain a clear vision that is aligned with the school's mission, articulate measurable goals that are both ambitious and feasible, and clearly communicate the vision and goals in a way that inspires our diverse community of Stakeholders.*
- Collaborating Effectively with Teams - *Understand the team-building process and be adept at facilitating effective and efficient teams of instructional and operational staff members.*
- Serving as an Instructional Leader – *Have clear expectations of teachers and students at every level of planning and execution to ensure that all children are learning to their greatest potential.*
- Ensuring Operational Soundness- *Ensure the following: that the school complies with all laws and regulations, that it stays within budget, that its facilities adequately meet the needs of our students, that the physical and emotional safety of all students is safeguarded, and that the school's operational support structures remain sound.*
- Motivating and Influencing Teachers, Students and Community Members – *Inspire commitment and positive action towards accomplishing the organization's individual and collective goals.*
- Coaching and Developing Team Members - *Embrace opportunities in multiple situations to further the growth of team members.*

Salary & Benefits

We offer a competitive salary for Charter School administrators as well as benefits including the California State Teachers Retirement System (STRS), California Public Employee Retirement System (CalPERS) and health, dental and vision insurance. Salary is based upon experience and qualifications.

To Apply

Please send your resume and a detailed cover letter discussing your 1) interest in working for Willits Elementary Charter School, 2) leadership experience, and 3) two letters of recommendation to Eric Glassey. Send all materials to eric@willitsk5charter.org or mail to Eric Glassey, c/o Willits Charter School, 1431 South Main St., Willits, CA 95490.

Applications will be received until March 31, 2019 or until the position is filled.