



Exhibit A Job Description

Job Title: Executive Director
Reports to: Arco Iris School Board of Directors

Position: 1.0 FTE

Grade Levels: Kinder – 8th Charter School in the Beaverton School District

Job Description:

The Arco Iris Spanish Immersion Charter School is seeking applicants for the Executive Director position. The Arco Iris School Executive Director is responsible for the successful operation and management of the school, including curriculum, instruction, staff, budget, physical facilities, public relations and the safety and welfare of the students and staff. The Executive Director leads and inspires the entire school community to engage students in achieving their fullest potential. This is accomplished through implementation of the school charter; through development of school improvement plans; through building coordination; and through supervision of instruction, student services, personnel management, community collaboration, and business/financial management. The school Executive Director supports the teachers in developing students into responsible, bilingual, bi-literate and multi-culturally competent members of the community.

Goals:

- Lead staff development and facilitate an environment where students become responsible, bilingual-bi-literate and multi-culturally competent members of the community.
- Support school goals as determined by the Arco Iris Spanish Immersion School and its Board of Directors including, but not limited to: committees, facility needs, fundraising, external relations, etc.

Essential Duties and Responsibilities of the Charter School Executive Director

- Provide strong instructional leadership based in a thorough knowledge of effective, research-based pedagogy and current curriculum models
- Supervise the planning and implementation of an engaging curriculum, evaluate its effectiveness using appropriate school data, facilitate meaningful and differentiated professional development, and implement necessary changes for continuous school improvement
- Recruit, hire, supervise and evaluate faculty and staff
- Design a comprehensive and effective school schedule that utilizes the strengths of each staff member and provides an age-appropriate, comprehensive educational experience to meet the needs of all learners
- Develop and implement plans to prepare the staff and students for successful completion of state testing protocols including designing effective test schedules and the collection and review of relevant testing data for school improvement
- Promote positive student behavior and discipline in accordance with school policies, resulting in effective instruction in school

- Prepare and implement school regulations and procedures consistent with school policy, charter contract and district policy
- Prepare and administer an annual school budget
- Maintain effective relationships among students, school staff, and parents such that it supports instruction
- Become familiar and knowledgeable of state laws and district policies concerning charter school operation
- Demonstrate an understanding and provide leadership in responding to educational reform
- Maintain effective communication with the School Board
- Collaborate with the School Board on such projects as Charter Renewal, Relocation
- Attend monthly Board Meetings and Finance Committee Meetings
- Complete state and local district charter reporting requirements on time, including quarterly and annual progress reports
- Carry out other duties that may arise

Physical Conditions include but are not limited to:

- Standing/Walking: Frequently; throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- Sitting: Occasionally; while performing classroom duties.
- Lift/Carry: Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available.
- Bending/Twisting: Occasionally; at knees/waist/neck while throughout day.
- Push/Pull: Occasionally, exerting a force of 5-20 pounds; while moving supplies.
- Climbing/Balancing: Rarely; may use step stool.
- Kneeling/Crouching/Crawling: Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- Hands/Arms: Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- Sight/Hearing/Speech: Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

Arco Iris Spanish Immersion Charter School, along with the Beaverton School District, recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.