

2019.03 PVS Principal/Executive Director
March 5th, 2019
Portland Village School
7654 North Delaware Avenue
Portland OR 97217

Position: Portland Village Charter School, Interim Director / Interim Principal
Closing date: March 15, 2019

Portland Village School (PVS) is a public school of choice in the Portland Public School District. Currently, PVS is in its 13th year of operation and serves approximately 400 students in grades K – 8.

Our mission is “To advance an arts-integrated education that teaches respect and reverence by developing the head, heart, and hands in children from all backgrounds and cultures. “

PVS provides a Waldorf education with a rigorous curriculum that is rich in literacy, culture, history, language, and art integration, using multi-sensory instruction that combines real-world experiences and applied knowledge.

Primary Purpose

As the leader of administration, all teaching staff and instructional programs at PVS the Executive Director/Principal is responsible for overseeing daily operations of the school in fulfillment of the mission, vision, and strategic objectives established by the board and charter contract. The Executive Director/Principal provides engaging leadership to the PVS community and ensures an open and collaborative environment focused on student academic excellence and exemplary character.

Reporting Structure

The Executive Director / Principal reports to the PVS Board, and Portland Public School Board and directly and indirectly supervises all school staff and contracted persons or companies. Works in partnership with the schools Business Manager.

Essential Responsibilities

The Executive Director/Principal is accountable for fostering success in each of the following areas, measured through both qualitative and quantitative assessment:

- Student Achievement and Development
- Staff Performance and Development
- Community Relations
- Financial and Administrative Management
- Facilities and Safety Management
- Relations with Portland Public School District Board and their charter school liaisons
- Ensuring the charter agreement is being followed with procedures and time-sensitive reporting
- Student discipline and recognition

Qualifications and Experience

Masters Degree from an accredited, four-year college or university. An advanced degree and/or current Oregon Administrator licensure is preferred.

Demonstrated proficiency in the following areas is required:

- Ability to effectively communicate in written and verbal form; strong presentation skills with public speaking
- Demonstrated ability to manage systemic change and successfully implement reform initiatives that produce gains in closing the achievement gap
- Demonstrate success and experience in instructional program design and development
- Develop and provide ongoing, high quality, job-embedded professional development for staff that is aligned with the teacher goals, school's mission, instructional program and School Improvement Plan
- Community building experience with proven results
- Flexibility and experience in solving challenging problems through a positive, collaborative approach
- Ability to read and interpret documents such as policies and procedures, contracts, strategic plans, and financial statements
- Strong knowledge of office management the employee laws including but not limited to: hire, firing, staff evaluations, performance reviews, and putting staff on probation with all appropriate documentation
- Financial management and skilled budget experience

Working Environment

Essential functions of the job are primarily performed in a school/office environment. Outdoor activities central to the operation and/or curricular focus of the school may require exposure to varying weather conditions. Travel to meet local off-campus commitments may be required. Must be willing to work evenings and non-standard hours as needed.

Salary:

\$80,000 per year, prorated through end of interim employment date, June 30, 2019

Application Process

Current resume detailing job history, education, and license(s)

Three letters of professional recommendations

Three references with email addresses

Requested materials must be submitted to receive full consideration.

Send all correspondence to:

Phyllis Kasparian

phyllis.kasparian.board@portlandvillageschool.org

Portland Village is an Equal Opportunity Employer.

The Portland Village Waldorf 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.