

Executive director vacancy

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We invite applications for the position of EXECUTIVE DIRECTOR



The **Alliance Charter Academy** (a public charter school) is seeking a highly qualified candidate with a passion for education and a proven track record of success in school administration to serve as Executive Director beginning July 1, 2024. The successful candidate must possess excellent communication and visionary leadership skills, as well as a commitment to continuous improvement and innovation in education.

Location: Oregon City, Oregon | **Enrollment:** 375 students (K-12)

Salary: \$80,000 to \$95,000 annually, plus benefits

Closing Date: April 22, 2024 | **Start Date:** July 1, 2024



The Position

Our school values the role families play in their children's education and recognizes homeschooling as a viable option for many families. As such, we place a strong emphasis on partnership and collaboration with our families. Our

Executive Director will play a vital role in fostering these relationships and ensuring our families feel supported and engaged in their children's education.

The successful candidate must **hold or qualify for an Oregon administrator's license**. Other desired qualifications include experience as an administrator in an alternative school environment and working with home school programs

OUT-OF-STATE CANDIDATES

To ensure eligibility for an Oregon administrator license, direct inquiries to:
Oregon Teachers Standards and Practices Commission (TSPC),
Phone: 503-378-3586 | Fax: 503-378-4448 | www.tspc.state.or.us

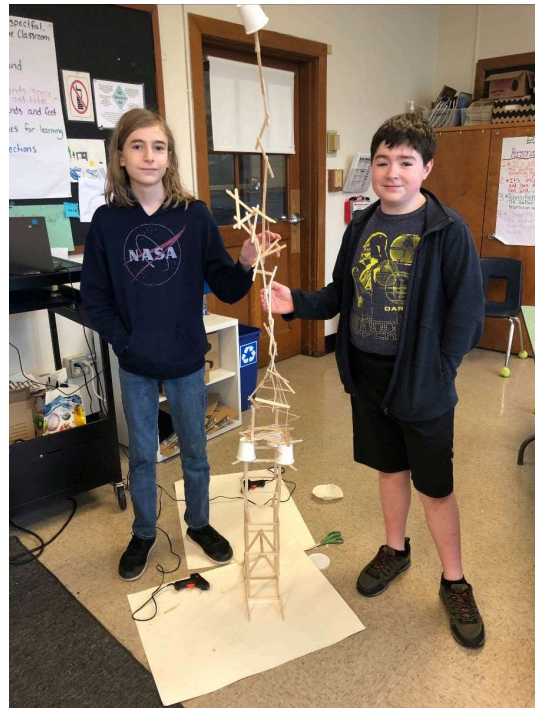
Job Description

The successful candidate will also have the following personal and professional qualities:

- High degree of integrity/honesty with strong core values; culturally competent; respectful of all groups.
- Effective communication and listening skills. Demonstrated ability to learn from others and thrive in a servant-leader role.
- Works well with others; strong collaborator who inspires and empowers students, staff, parents and community members.
- Ability to build and sustain robust and effective family/community/business partnerships that impact student success.
- Is personable/approachable while keeping an open mind; good sense of humor.
- Background in education and support of homeschooling (preferred).
- Understands school finance, demonstrates sound fiscal management and strong budgeting skills and is well

- Supportive of Home School Education
 - Committed to serving ALL kids.
 - Basic understanding of Oregon Charter School operations and law (preferred).
 - Proven ability to make tough decisions when necessary and effectively communicate the reasons (transparency).
 - Highly visible in our community and schools.
- organized. Experience with grant funding preferred.
 - Has experience in recruiting, retaining, and developing highly qualified staff.
 - Proven track record of using data and collaboration to build student success.

The Charter School



Alliance Charter Academy (ACA) is a kindergarten through 12th-grade public charter school where every student receives a personalized learning experience. Located in Oregon City, Oregon, and serving approximately 400 students, the school employs a staff of ten classified staff, 46 combined charter registered and licensed teaching staff, one confidential employee, and 4 administrators. The School has a general operating budget of about \$3 million.

Our school community is comprised of families from homeschooling and traditional schooling backgrounds. Partnerships among teachers, staff, students, and parents ensure every student has the learning opportunities they need. Students at ACA combine school, community, and home learning to create a custom schedule that allows their academic and creative strengths to flourish.

ACA is also a nationally-accredited charter school, so students are taught to the state content standards that will allow them to succeed beyond school walls. ACA blends the values of the homeschool community with the strengths of an accredited, public K-12 charter school.

**To learn more about the Charter School, visit
[Alliance Charter Academy website](#)**

The Community

The Alliance Charter Academy is located in Oregon City, Oregon. As the Clackamas County seat, Oregon City is located 13 miles south of Portland at the union of the Willamette and Clackamas Rivers. The city has three major areas, distinguished by steep hills or bluffs and river basins.

The economy in Oregon City was historically dominated by forestry, lumber, and paper mill industries and has transitioned into a large suburban area of Portland with a growing tourism sector with mixed-use spaces. Oregon City is home to many tourist attractions, shopping and dining areas, recreational prospects, a wide variety of historical landmarks, and cultural attractions

Search Calendar

April 22, 2024

Close Applications

- **April 23-29**
Review Applications
- **April 30-May 7**
Begin background checks
- **May 7-11 (TBD)**
Conduct initial interviews
- **May 20**
Finalist Forum in District
- **May 29**
Announce selection

July 1, 2024

Begin employment

including several interpretive centers and museums dedicated to celebrating the pioneer spirit as the end of the Oregon Trail. Oregon City also provides abundant opportunities for active lifestyles including golfing, cycling, hiking, boating, fishing, and kayaking.

For more information about the area visit:

[City of Oregon City's website](#)

[Oregon City Chamber of Commerce](#)

Application Requirements

- Completed Application form
- Current resume
- Cover letter of interest
- 3-5 current letters of reference
- Copy of administrator license or proof of eligibility to obtain one
- A statement about how you meet the qualities and qualifications set by the Board (in narrative form, no longer than 500 words)

Equal Opportunity Employer

Alliance Charter Academy provides equal opportunities in employment and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, marital status, veteran status, genetic information, or disability, following state and federal law. Consistent with the Americans with Disability Act (ADA), applicants may request accommodations needed to participate in the application process by contacting Vince Adams at 1-800-578-6722.

How to submit an application

Application packets are submitted at the link below.

All applicants will submit a candidate profile (completed when you create your Revelus account) and a completed application, as well as upload the other

application material documents to the application portal.

The application packet must be submitted by 5:00 p.m. Pacific Time on the closing day.

Click here to submit your Alliance Charter Academy Executive Director Application



For more information regarding the position and the application process, contact:

Jenn Nelson, OSBA senior board development administrative assistant

jnelson@osba.org | 503.485.4810 | 800.588.2800



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