



Notice of Job Vacancy

Posting Date: March 24, 2023

Closing Date: Until Filled

Start Date: July 1, 2023

Job Title: Executive Director

Supervisor: ATI Board of Directors

Status: 1.0 FTE 190 Days minimum

Wages: \$75,000

Benefits: \$8000 Medical Benefit Stipend, 10 days PTO/year, PERS enrollment, long term disability policy (no cost to employee)

Summary: This administrative position combines the roles of nonprofit Executive Director and School Principal. As Executive Director, the person spearheads fundraising, facilitates community engagement, assists with board development, and performs other administrative tasks common to running a nonprofit organization. As Principal, this person leads the staff team at ATI, supervising and supporting all staff positions and programs to ensure that student, staff, and organizational goals are met in the service of ATI's purpose: working together to equip people to accomplish their goals through community, equity, adaptability, and creativity.

Transition Plan: The ATI Board has approved a plan whereby the previous Executive Director will remain employed by the school during the 2023-24 Academic Year as .25 FTE Administrator and .75 FTE Flexible Instruction Coordinator to bring the new Executive Director up to speed with all aspects of the position.

Essential Responsibilities:

1. Cultivate a culture of welcome, trust and belonging for all staff, students, families, community partners and visitors with a wide variety of backgrounds. Model and cultivate a staff culture of creative and respectful professionalism that fosters leadership and collaboration.
2. Cultivate a culture of progress and proficiency such that students demonstrate academic growth and make increased progress to high school completion.
3. Problem-solve system challenges calmly and effectively both independently and in collaboration with the ATI team. Adapt systems to increase efficiency and reflect best practices, both established and innovative.
4. Collaborate with the administrative team to train, support, supervise and evaluate all staff members. Manage Paid Time Off requests from staff to ensure safe supervision at all times.
5. Collaborate with Office Administrator to ensure all required reports are submitted

- correctly and in a timely manner to the Oregon Department of Education, Phoenix-Talent Schools (PTS), or other agencies as required by law.
6. Manage organizational finances with the support of the Office Administrator, external contracted CPA and ATI Board of Directors. Create and monitor annual budget, ensuring funds are available to maintain the program, appropriately track and document all income and expenditures as required by law and grant agreements, and create grant requests and reporting. Ensure completion of an annual audit and facilitate organizational responses to findings.
 7. Monitor and respond to legislation and policies related to public and charter schools to ensure that ATI remains in compliance with all requirements set forth by law and articulated in Oregon Revised Statutes and Oregon Administrative Rules. Attend related and required professional development and informational meetings and provide input regarding the needs of ATI to policy makers.
 8. Facilitate annual hiring of new and returning staff such that all required staff positions are full, including recruiting staff, and ensuring appropriate hiring paperwork and onboarding is completed.
 9. Maintain professional and timely two-way communication with staff, families, students, board and the larger community regarding organizational events, goals, planning and progress. Ensure regular and meaningful engagement with all ATI community members to ensure voice for all people impacted by ATI decisions.
 10. Ensure equitable and effective student management through staff support and training, data analysis, and systems review and revision as needed.
 11. Build and maintain professional and positive relationships with coordinating entities at local, regional and statewide levels such that ATI is included and well regarded.
 12. Build and maintain a robust Board of Directors and collaborate with that board to provide all governance required by law and for the success of the organization. Participate in all ATI Board of Directors meetings and periodic Phoenix-Talent School Board of Directors meetings. Provide all information requested by the ATI or PTS Board of Directors in a timely manner or as required per charter agreement.
 13. Cultivate and coordinate community outreach / marketing opportunities to promote full enrollment and community awareness of ATI program offerings.
 14. Cultivate expertise in and facilitate implementation of trauma informed, research based, and dignity preserving interventions/supports for adolescents with significant social-emotional, mental health, and behavioral barriers to learning.
 15. Participate as an equal in the maintenance and management activities of the campus.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Masters Degree in Education or Non-Profit Leadership
- Oregon Principal License is strongly preferred. Either Charter Registry or TSPC Principal license required.
- 5+ years experience teaching in public middle or high schools
- 2+ years experience Director, Principal, Assistant Principal preferred
- Experience with non-traditional learning or school settings is strongly preferred.
- Experience with trauma impacted people and trauma informed practices is strongly preferred.

Interpersonal Skills: Ability to interact appropriately and professionally with students, families, teachers, staff, members of the community and students. Ability to de-escalate, mediate, and resolve conflicts; Maintains confidentiality; Contributes to building a positive team spirit. Desire to be part of a quirky team with a “whatever it takes” mindset. Ability to build positive and productive relationships among parties with differing views.

Language Skills: Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students, families, community members, and other school staff. Ability to read and interpret documents such as policies, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write professional routine reports and correspondence.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations. Ability to read and interpret formulas, especially within the context of spreadsheets.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to innovate to find new solutions to novel problems. Ability to calmly deal with problems involving several concrete variables in fluid situations. Ability to apply the policies of ATI in complex situations to support the safety of all. Ability to adapt to changing situations and take on new tasks that will require independent problem solving.

Computer Skills: Intermediate or advanced skill related to a variety of technology including but not limited to computer usage, database software, e-mail, internet software, spreadsheets, teaching software, word processing software and Google suite of tools. Ability to learn new computer based programs quickly.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may vary from low to high. Employee may be exposed to bloodborne pathogens and bodily fluid spills. Duties may require time indoors and outdoors in all seasons.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

To Apply:

Applicants wishing to apply for this position will complete the ATI Application Form:
<https://forms.gle/TkpzVmN3KX1Mb43LA>

If you have difficulty accessing this form email office@armadillotech.org for assistance.

All applicants will be considered carefully. Armadillo Technical Institute is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, sex, religion, age, national origin, or marital status, physical or mental disability in employment practices or education programs. Veteran status is considered in accordance with Federal and State Legislation.