



Cannon Beach Academy

Executive Director

Job Description

Job Title: Director

Location: Cannon Beach Academy

Grades: K-5

School Mission

Our mission is to provide expanded high-quality educational choices within the public school system. The Cannon Beach Academy shall strive to provide:

- A balanced education to nurture the development of the whole child, encouraging each child to become a life-long learner and a benefit to society. The school places equal emphasis on a solid academic foundation, artistic expression, attention to the inner emotional life of each child, social development and responsibility, cultural diversity, a healthy lifestyle and appreciation of the environment and the arts.
- A focus on children who have been historically underserved, due to factors such as race, ethnicity, culture and socioeconomic background.
- Opportunities for parents and members of the community to be directly involved in the school operation and make significant contributions to their children's educational environment.

Job Overview

The Director is responsible for the daily management of our school within the framework of the school's vision, mission statement, and policies as well as state and federal law. The Director is the principal instructional leader of the school, promoting a productive working and learning environment for both children and faculty. The Director is the educational visionary of the school, offering direction and expertise to ensure that children learn and flourish.

Qualifications and Requirements

- Master's degree in an education-related field.
- Experience with one or more of the following: Direct Instruction, Core Knowledge, Spanish language.
- Experience in an educational leadership position.
- Sound written and oral communication skills.
- Successful experience in staff development and evaluation.

- Successful history of practicing accountability, fiscal responsibility, and stewardship
- Well respected as an educator and community leader.
- Exemplary human relations skills.

Primary Duties and Responsibilities

- Oversees staff and academic program operations of The Cannon Beach Academy, including, but not limited to the educational, disciplinary, safety, financial, legal, and community aspects.
- Develops policy recommendations for the Board's consideration and action.
- Recruit qualified staff for the school. Recommend candidates for hire to the Board.
- Manage the performance of staff; prepares schedules, assign staff, set job performance standards, and prepare and deliver annual performance evaluations.
- Guides the teachers' learning process toward the achievement of curriculum goals and implementation of individual learning plans of students.
- Conduct daily small group instruction in classrooms.
- Assist in raising funds to allow the school to meet budget obligations.
- Organizes resources effectively to support learning activities in the classroom, the school, and the community.
- Represents The Cannon Beach Academy at public events.
- Performs other duties as assigned by the Board.