



Pinehurst School District #94

15337 Hwy. 66
Ashland, Oregon 97520
541-482-1910
www.pinehurst.k12.or.us

Pinehurst School District is seeking applications for the position of: **Part-time Administrator**

Posting Date: April 30, 2024

Summary: We are looking for a dedicated, experienced and visionary team builder to join one highly qualified K-6 teacher and a small team support staff to build a dynamic and exemplary hands on academic program and run the operations of our small, rural school district located in the Cascade-Siskiyou National Monument of southern Oregon.

Job Description: The Administrator position provides the oversight of managing a school district and school board processes, including educational leadership, policy maintenance, district strategic planning, supervision of district staff, and community and public relations. Responsibilities include oversight of the daily operations of the school and school district, standard maintenance and reporting, attending all board meetings, applying all laws, rules and regulations regarding the administration of the school, coordinating district plans and goals, and working cooperatively with all staff and board to ensure the smooth running of the district and academic program. The position requires daily problem-solving skills, respectful, regular collaboration with all staff, and the ability to work with interruptions, continuous deadlines, and requests for information, which require prioritizing projects, working independently and demonstrating initiative and inventiveness for learning and doing the job.

Qualifications: The Administrator must have knowledge of the operations of a school district, and standard office practices and procedures. The ideal candidate would be both a licensed administrator and a licensed educator with the TSPC with a minimum 5 years teaching experience and be able to provide supportive educational leadership for the district, including curriculum development and grant planning. The position requires excellent communication and management skills, the ability to interpret and condense government documents, regulations, rules and requirements and a high level of computer literacy. The candidate should understand the budgeting process along with using a high degree of independent judgment, initiative and accuracy. The employee in this position must be flexible, relaxed under stress and willing to learn any new skills required in order to successfully complete the job.

This is a part-time administrator position working onsite 20 hours per week, four days per week for 43 weeks, totalling 860 hours and .41 FTE. There will be six weeks off during the summer, two weeks during winter break and one week for spring break. **Salary range \$40,000 - \$47,300 based on qualifications, experience. Position available immediately.**

Pinehurst School District 94 is located 21 miles east of Ashland, OR on state-maintained Highway 66, at 3600 ft. elevation, within the Greensprings community. Total K-6 school enrollment is projected to be between 8 and 12 students for 2024-25 school year. Join our small unique community and help give our mountain children an exceptional education!

Pinehurst School District 94 is an Equal Opportunity Employer, and in accordance with Federal and State legislation, does not discriminate on the basis of race, sex, gender, age, religion, national origin, handicap or marital status.

To apply, send the following materials to:

Mary Anne Crandall, Board Chair maryanne@pinehurst.k12.or.us
Pinehurst School District #94 15337 Hwy. 66, Ashland, OR 97520

- Completed [Certified Employee Application](#)
- Current resume with appropriate references
- One-page letter in which you introduce yourself professionally, personally and your salary expectations

Closing Date: Open until filled.