

# Employment Opportunity

Job Title: Director  
Location: Cannon Beach, OR  
Number of Positions Open: 1



## BACKGROUND

The Cannon Beach Academy (CBA) is a nonprofit corporation that will open a K-2 charter school in the Fall of 2017. We will start as a K-2 and add one grade each year until we reach K-5. Our school is a member of the Seaside School District (SSD), the authorizer of our charter school.

Our instructional model is comprised of a comprehensive education program combining the Core Knowledge Sequence for history, science and geography with Direct Instruction for reading, language arts, and mathematics. We will also use “specials” to enrich the curriculum including Spanish language exposure for children each day.

## OVERVIEW

The Director is responsible for daily management of our school within the framework of the school's vision, mission statement, 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.

The position will require the Director to serve as a half time teacher during the first year.

## MINIMUM QUALIFICATIONS/REQUIREMENTS

- Masters degree in education related field.
- Experience with one or more of the following: Direct Instruction, Core Knowledge, Spanish language.
- Experience in an education 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.

## DUTIES:

- 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, assigns staff, sets job performance standards, prepare and deliver annual performance evaluations.
- Guides the teachers learning process toward 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.

#### SALARY & BENEFITS

- This is a salaried full-time position. Compensation commensurate with experience.
- PERS
- Professional Development opportunities; both in state and out of state
- Paid Time Off (PTO)

#### APPLICATION PROCEDURES

Please send the following:

1. Cover Letter
2. Resume (including 3 personal and 3 professional references)

Interview process will include meeting with community members.

For a more detailed program and job description, please call or send an email to:

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