



MITCH
Charter School

Invites applications for the
position of

INTERIM EXECUTIVE DIRECTOR

Location: Tualatin, Oregon
Enrollment: 250 students (K-5)
Closing Date: **Sept 1, 2022**
Start Date: Oct. 1, 2022 (approx.)



The **Multi-sensory Instruction Teaching Children Hands (MITCH) Charter School** is seeking a highly qualified candidate with visionary leadership skills and successful experience in education administration to serve as **Interim Executive Director** beginning about **Oct. 1, 2022** for the school year 2022-23. The Board will offer a competitive compensation package to the successful candidate based on experience and a proven track record with an anticipated **annual salary range of \$85,000 to \$95,000.**



The Position



The Executive Director is responsible for the successful operation and management of the school, including curriculum, instruction, staff, budget, physical facilities, public relations and the safety and welfare of the students and staff. The Executive Director leads and inspires the entire school community to engage students in achieving their fullest potential. This is accomplished through implementation of the school charter; development of school improvement plans; building coordination; and supervision of instruction, student services, personnel management, community collaboration, and business/financial management. The Executive Director supports the teachers in developing students into literate, knowledgeable, and confident leaders of the community, nation and world.

[MITCH Charter School website](#)

[MITCH video \(youtube version\)](#)



The School



MITCH Charter School serves approximately **250 students**.

The school is a Kindergarten through 5th grade public charter school sponsored by the Tigard-Tualatin School District. The school employs a staff of three classified staff, 17 licensed staff and two administrative staff. The school has a general fund budget of approx. \$1.6 million. Niche.com ranks MITCH as the **7th Best Charter Elementary School in Oregon** with an overall grade of A-.

MITCH Charter School is a diverse community of families, staff and community members that come together to co-create and implement an educational environment in which children can thrive academically and socially. Acknowledging diversity as a strength, the school strives to create an inclusive environment where all students belong. Opportunities for family engagement abound in and out the classroom, with the Parent Support Organization, through Board Directorship, community events, and community partnerships. Small class sizes allow teachers, students and families to create strong relationships. A focus on social emotional learning creates a foundation for engaged, independent learners and supportive teachers and staff.

The Core Knowledge Curriculum, agricultural education and school garden engage students in hands-on inquiry-based learning that roots their knowledge and generates deep learning. Essential questions drive student-led learning that is grounded in historical and social contexts, giving each student an opportunity to have their voice heard.

Minimum Requirements

- A Bachelor's Degree from an accredited, four-year college or university is generally required. An advanced degree and/or current Oregon Administrator licensure is preferred. Relevant education may substitute for experience, and relevant experience may substitute for education. (MITCH Policy CBA)
- Current Oregon administrator license; eligibility to obtain one; or eligibility to obtain Charter School Registry Administrator Certificate from TSPC
- The successful candidate must provide proof of compliance with OAR 333-019-1030 (COVID-19 Vaccination Requirements for Teachers and School Staff).

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

Search Calendar (tentative)

Sep 1, 2022 Close Applications

Sep 8-14 Review Applications
Sep 16-22 Begin reference checks
Sep 23-25 (TBD) Conduct interviews
Sep 29 Announce selection
Oct 1, 2022 Begin employment (approx.)

The District is an equal opportunity employer and educator.

How to Submit an Application

Application packets are submitted to Oregon School Boards Association – Executive Search **[OSBA JOB BOARD](http://www.osba.org/execjobs)** (www.osba.org/execjobs) **via the Revelus application portal (see 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 pm on the closing day.**

[OSBA Revelus Link - MITCH Charter School Exec. Dir. Application](#)

More Information

Regarding the **position**, contact:

Steve Kelley, Director of Board Development and Executive Searches;
skelley@osba.org • 503.588.2800 • 800.578.6722 • 503.588.2813 (Fax)

Regarding the **application process**, contact:

Sarah Herb, Executive Search and Events Specialist (OSBA); sherb@osba.org;
503.400.3047 (direct) ; 800.578.6722 (office); 503.588.2813 (Fax)



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This executive **search** is conducted by **Oregon School Boards Association** with assistance from **NextUp Leadership** for recruiting, marketing and distribution about the vacancy.