

Executive director vacancy

[View this email in your browser](#)



Invites applications for the position of EXECUTIVE DIRECTOR



The Cannon Beach Academy (a public charter school) is seeking a highly qualified candidate with a passion for education and a proven track record of success in school administration to serve as Executive Director beginning in August 2023. The successful candidate must have experience as an administrator, excellent communication, visionary leadership skills and a commitment to continuous improvement to ensure both students and staff flourish.

Location: Cannon Beach, Oregon | **Enrollment:** 52 students (K-5)

Salary: \$60,000 - \$70,000 annually, plus benefits

The School is an equal-opportunity employer and educator.

Closing Date: June 14, 2023 | Start Date: August 2023



The Position

Our Executive Director is responsible for the daily management of our school in line with our vision, mission and values. The Director will play a vital role as the principal instructional leader and educational visionary for the school, promoting a productive working and learning environment for both students and faculty.

The successful candidate must **hold or qualify for an Oregon administrator's license**. Other desired qualifications include experience with public relations or grant writing.

OUT-OF-STATE CANDIDATES

To ensure eligibility for an Oregon administrator license, direct inquiries to:
Oregon Teachers Standards and Practices Commission (TSPC),
Phone: 503-378-3586 | Fax: 503-378-4448 | www.tspc.state.or.us

The successful candidate will also have the following personal and professional qualities:

- Demonstrated successful experience(s) in educational leadership roles with staff, parents, community and professional peers in similar small school settings.
- Experience with charter school(s) and/or Oregon charter school law preferred but not required.
- Ability to communicate effectively, both orally and in writing.
- Understands the importance of good marketing/public relations strategies for outstanding parent/community engagement.
- Training, experience and success in personnel selection, evaluation and professional development.
- Knowledge of curriculum development, implementation and evaluation; experience with one or more of the following: direct instruction, core knowledge and Spanish language.
- Knowledge of business and support service systems that facilitate planning, control and accountability; experience in grant writing and/or fundraising preferred.
- Ability to motivate staff and significantly involve them in the

- Scholarship, intelligence and excellent ability to plan, organize and multi-task as appropriate
- decision-making process.
- Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the school's strengths.

The Charter School



Cannon Beach Academy is a kindergarten through 5th-grade public charter school serving approximately 52 students. The Academy employs a staff of five licensed employees, six classified staff and one administrator with a general operating budget of about \$518,000.

Cannon Beach Academy's mission is to provide expanded, high-quality, educational choices in the public school system with a balanced education to nurture the development of the whole child as a life-long learner and benefit to society. The Academy equally emphasizes a solid academic foundation, artistic expression and appreciation, attention to social and emotional development, healthy lifestyle choices, cultural diversity, individual responsibility and respect for the environment. The Academy is focused on children who have been historically underserved due to factors of race, ethnicity, culture and socioeconomic background. The Academy values the role of parents and

community members in school operations and provides opportunities to make significant contributions to the educational environment.

Cannon Beach Academy also offers a popular afterschool Dungeons & Dragons club that incorporates STEM, math and social-emotional learning with imagination and creativity.

**To learn more about the Charter School, visit
[Cannon Beach Academy website](#)**

The Community

The Cannon Beach Academy is located in Cannon Beach, a seaside city in Clatsop County, Oregon. A popular tourist destination, Cannon Beach is known for its rugged beauty, famous Haystack Rock towering above the shoreline, marshy meadows with grazing elk and tide pools teeming with varied marine life . The Pacific northwest coastal town was even listed as one of the world's 100 most beautiful places by National Geographic in 2013.

Cannon Beach is also home to a thriving art scene with galleries, festivals and public art walking tours offered. In addition to the cultural attractions, museums, boutiques and dining opportunities, Cannon Beach also provides abundant recreational opportunities along the coastline and at Ecola State Park.

For more information about the area

Search Calendar

June 14, 2023

Close Applications

- **Jun 22-27**
Review Applications
- **Jun 30-Jul 4**
Begin background checks
- **Jul 5-9**
Conduct initial interviews
- **Jul 24**
Finalist Forum in District
- **Aug 2**
Announce selection

Aug-Sep, 2023

Begin employment

visit:

[City of Cannon Beach website](#)
[Cannon Beach Chamber of
Commerce](#)

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
- A statement about how you meet the qualities and qualifications set by the Board (in narrative form, no longer than 500 words)

How to submit an application

Application packets are submitted at 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 5pm on the closing day.

[Click here to submit your Cannon Beach Academy Executive Director Application](#)



More information regarding the position and the application process, contact:

Jenn Nelson, Senior Board Development Administrative Assistant

jnelson@osba.org | 503.485.4810 | 800.588.2800



Copyright © 2023 Oregon School Boards Association, All rights reserved.

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).