



Executive Search Services

NOTICE OF VACANCY OPPORTUNITY

Invites applications for the position of EXECUTIVE DIRECTOR



The **Cannon Beach Academy (CBA) Board of Directors** is seeking a highly qualified candidate with a deep enthusiasm for education, a demonstrated history of success in school administration, and the patience and dedication required to excel to serve as Executive Director starting on July 1, 2024. The ideal candidate will bring substantial experience as an administrator, along with exceptional communication abilities, visionary leadership skills, and a steadfast commitment to continuous improvement.

Location: Cannon Beach, Oregon | **Enrollment:** 35-45 students (K-5)
Salary: \$61,850 annually, plus benefits and possible annual increases with higher enrollment

The School is an equal-opportunity employer and educator. Diversity is our strength, and we do not discriminate on any basis other than qualifications, merit, and the school's needs.

Closing Date: Apr. 15, 2024 | Start Date: July 1, 2024



The Position

The Executive Director is responsible for the daily management of the school within the framework of CBA's vision, mission statement, policies, and applicable law. The Executive Director is the school's instructional leader, ensuring a productive working and learning environment for students and faculty, and the educational visionary of the school, offering direction and expertise to ensure that children learn and flourish. The Executive Director oversees all staff and academic program operations, including the school's educational, disciplinary, safety, financial, legal, and community aspects.

This position is full-time and permanent, starting Jul 1, 2024. Contracted days are set by Seaside School District (2023-24 is 190 contract days).

The Executive Director will be expected to:

- Provide organization, support, and supervision of the education program; offer coaching for teaching excellence and resource maximization. Manage performance, assignments, and standards for staff, along with evaluations, training and support for improvement.
- Actively promote enrollment within the community toward a goal of 50 students.
- Recruit and hire qualified staff for the school; ensure that all necessary licenses and certifications for the school and staff are current.
- Fundraise and procure grants – approximately 20% (what is the actual amount or desired amount of grants) of the school's budget is dependent upon fundraising and grants.
- Foster positive and effective community relations and represent The Cannon Beach Academy at public events.
- Provide day-to-day operations and business activities working with the business manager, including payroll, accounts payable and receivable, policy coordination, Board Meeting coordination and reporting. Liaise with Seaside School District building on the existing strong relationship.

- Invest approximately 25% of contracted time interacting directly with students, including small group teaching, recess activities and other direct engagements that connect the director with each student.

The successful candidate must **hold or qualify for an Oregon administrator's license.**

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 orally and in writing; Spanish-language experience preferred.
- Understand the importance of good marketing/public relations strategies for outstanding parent/community engagement.
- Scholarship, intelligence, and excellent ability to plan, organize, and multi-task as appropriate.
- Training, experience and success in personnel selection, evaluation and professional development.
- Knowledge of curriculum development, implementation, and evaluation.
- 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 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 community-based, tuition-free, public charter school within the Seaside, Oregon School District, serving 35-45 students in grades K-5. The school is recognized for its strong community and teaching approach that meets every student's needs. CBA focuses on children of historically underserved groups. CBA strives to provide a balanced education, attending to every child's academic foundation, artistic expression, inner emotional life, social development and responsibility, healthy lifestyle, and appreciation of cultural diversity, the environment, and the arts.

CBA employs a staff of approximately five licensed employees, six classified staff and one administrator with a general operating budget of about \$518,000. CBA values the role of parents and community members in school operations and provides opportunities to make significant contributions to the educational environment.

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

The Community

Cannon Beach Academy is located in the beautiful Oregon Coast community of Cannon Beach. Cannon Beach is famous for its Haystack Rock and was recognized as one of the Most Beautiful Places in the World by National Geographic. There are many opportunities to enjoy the natural environment, from the ocean to one of the many nearby county, state, and national parks.

For more information about the area visit:

[City of Cannon Beach website](#)

[Cannon Beach Chamber of](#)

[Commerce](#)

Search Calendar

April 15, 2024

Close Applications

- **Apr 19-23**
Review Applications
- **Apr 25 - May 1**
Begin background checks
- **May 1-4 (TBD)**
Conduct initial interviews
- **May 13-14 (TBD)**
Finalist Forum in District
- **May 22 (TBD)**
Announce selection

July 1, 2024

Begin employment

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