



City View Charter School
Executive Director
Job Description

City View Charter School (CVCS), a free public charter school serving students in grades K-8 seeks an accomplished, dedicated, and passionate Executive Director to join our crew this summer. CVCS is a committed EL Education school, with a mission to engage the children and the community of Hillsboro in a rigorous and collaborative education of the highest standard by fostering a spirit of inquiry, a persistence towards excellence, a responsibility for learning, and an ethic of service.

City View Charter School uses the [EL Education \(Expeditionary Learning\)](#) model. There are more than 150 EL Education schools nationally – located in both urban and rural areas. We strive to be one of the best EL schools in the nation. We teach students how to learn through a focus on academic achievement, critical thinking, and social responsibility, preparing them for high school and beyond. Our standards-based, portfolio assessment system makes explicit the criteria by which success can be measured and documents the accomplishment of high academic and character standards.

The Executive Director provides instructional and operational leadership for our school, leading a staff of 40 and serving as a culture-leader for a highly engaged school community. As in many small charter schools, the Executive Director wears many hats as a charter school administrator including District Superintendent, Principal, Title IX Coordinator, Federal Programs Director, ELL Director, Operations.

Key Responsibilities:

1. Strategic Leadership and Vision

- Develop and articulate a comprehensive school vision that integrates academic excellence, character development, and community engagement
- Facilitate collaborative strategic planning processes involving staff, students, board members, and community stakeholders
- Align all school domains, including curriculum, instruction, assessment, and leadership, to support the core mission and vision

- Continuous development and implementation of systems for ongoing communication and status of the school's strategic direction
- Develop robust recruitment strategies to attract and retain staff who embody the school's core values and educational philosophy

2. Instructional Leadership

- Collaborate closely with the school teams to drive academic strategy and improvement
- Establish and lead an Instructional Leadership Team focused on continuous educational achievement
- Design and implement comprehensive professional development programs that support teacher growth and student learning
- Conduct regular classroom observations and provide constructive, evaluative feedback using the Charlotte Danielson evaluation framework
- Implement data-driven decision-making processes, including comprehensive analysis of student achievement, character development, and high-quality work
- Lead multi-tiered system of supports (MTSS) to ensure individualized student success and intervention
- Create conditions for teachers to engage in non-evaluative coaching cycles with other staff

3. Administrative and Operational Oversight

- Develop and manage annual school budget with precise financial planning and resource allocation
- Oversee Federal Programs and serve as the Special Education Director, attending IEP and 504 meetings
- Ensure comprehensive adherence to state and federal regulatory requirements
- Manage plans for facility maintenance, safety protocols, and technological infrastructure
- Oversee master scheduling that maximizes instructional effectiveness and meets state-mandated requirements
- Oversee student enrollment, transfer, and discharge processes with attention to individual student needs
- Oversee vendor contracts for critical school services
- Implement robust administrative systems and policies that support organizational effectiveness
- Oversee the school's human resource processes, including hiring, supervising, and evaluating staff
- Respond to parents' and students' needs and concerns in alignment with CVCS's values

4. Board and Community Relations

- Serve as primary liaison between school operations and Board of Directors
- Develop strategic partnerships with local businesses, community organizations, and educational institutions
- Collaborate with board committees to coordinate comprehensive fundraising efforts to support innovative school programs
- Attend Board and Finance committee meetings preparing and delivering updates as needed
- Assist in board development, recruitment, and succession planning
- Manage crisis response and risk mitigation strategies
- Build and maintain strong relationships with diverse stakeholder groups

5. Professional Culture and Leadership

- Model fair and equitable behaviors towards staff that foster trust among all staff members
- Create a school culture centered on continuous learning, respect, and professional growth
- Model self-mastery, growth mindset and professional courage, listen to different perspectives and be explicit about their own growth and revision
- Champion diversity, equity, and inclusion across all school practices
- Foster an environment of trust, collaboration, and mutual accountability
- Use formal structures (e.g., surveys) and informal conversations to invite feedback about their leadership style and actions from other staff
- Model and promote EL Education traditions such as opening readings, team-building activities, and staff and student recognition for achievement and acts of character
- Promote positive student behavior and discipline in accordance with school policies and procedures

Required Qualifications:

- Must hold an Oregon Administrative Certificate, be in the process of obtaining an Oregon Administrative Certificate, or be willing to obtain a charter administrator provisional license within two months of hire
- Master's Degree in related field
- At least 6 years of teaching experience

- Demonstrated leadership experience

Essential Attributes:

- Exemplary communication skills, both oral and written
- Ability to manage multiple competing priorities
- Commitment to life-long learning, authentic, hands-on education, and ongoing professional learning and development
- Collaborative approach to seeking and valuing the input of students, staff, board, families, and other educational leaders
- Openness to new educational approaches and ideas
- Emotional intelligence and composure, self-mastery, and personal resilience
- Experience with EL Education is strongly preferred. Commitment to become highly proficient as an EL Leader is required
- Special Education leadership experience strongly preferred

City View Charter School is an equal opportunity employer committed to building a diverse and inclusive educational environment.

Employment is contingent upon passing a Federal (fingerprinting) background check as pursuant to ORS 326.603 & 326.607.

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents. I am aware that the position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to City View regarding the requested accommodation(s).”

Name: _____

Signature: _____ Date _____