

**Job Title:** Executive Director

**Location:** City View Charter School (CVCS), Hillsboro, Oregon

**Grade Levels:** K-8 and Preschool

**Type:** Full-Time, Public Charter School

### **OPEN UNTIL FILLED**

Please email resume and cover letter to

Amartell@cityviewcharter.org

**About City View Charter School (CVCS):**

City View Charter School is a tuition-free public charter school serving students from Kindergarten through 8th grade. City View also has a tuition based Preschool. Situated in Hillsboro, Oregon, CVCS embraces an innovative, hands-on approach to education. Our curriculum brings academic standards to life by connecting learning to real-world issues. We use projects, fieldwork, and service learning to inspire students to think and work like professionals, contributing high-quality work to audiences beyond the classroom. As a member of the EL Education (Expeditionary Learning) network, CVCS promotes rigorous academic achievement, critical thinking, and social responsibility in students.

### **Position Overview:**

The Executive Director will provide operational leadership and serve as a cultural leader for CVCS’s dynamic and highly engaged school community. This role requires overseeing a staff of 50+ and ensuring the school’s vision aligns with academic and cultural goals. As the Executive Director, you will help foster a culture of inquiry, responsibility, and a commitment to service while ensuring all students have access to a rigorous, standards-aligned curriculum.

### **Key Responsibilities:**

**Fostering a Cohesive School Vision:** As Executive Director, you will work collaboratively with staff, students, and the community to create and implement a shared vision for student success. This vision will align every element of the school, from curriculum and instruction to culture, assessment, and leadership.

* Collaborate with staff, students, and community to implement a shared vision for student success.
* Align school policies, resources, and decisions to support the vision.
* Effectively communicate the school’s vision through multiple platforms, such as handbooks, websites, and presentations.
* Recruit and hire staff who embody and support CVCS’s mission.

**Leading Evidence-Based Strategic Improvement:**

* Guide the school community through continuous improvement processes, goal setting, crafting strategies and progress tracking to enhance the educational experience.

**Fundraising and Resource Development:** The Executive Director will develop innovative funding solutions and cultivate strong networks to support CVCS initiatives, including fieldwork and enrichment programs. Relationship-building with donors, community partners, and stakeholders will be crucial to securing necessary financial resources.

* Lead fundraising efforts and develop creative funding strategies to support school programs.
* Network and build partnerships with businesses, community organizations, and donors to enhance fieldwork and experiential learning opportunities.
* Build and maintain relationships with donors and secure grant opportunities aligned with the school’s mission.

**Cultivating a Positive Professional Culture:** The Executive Director will model and promote a culture centered on respect, empathy, inclusivity, and growth, fostering an environment where trust, continuous learning, and professional development thrive.

* Model a culture rooted in respect, empathy, and inclusivity, promoting continuous learning and professional growth.
* Lead by example with fairness and equity, embracing a growth mindset and receptivity to feedback..
* Celebrate EL Education traditions and recognize the achievements of students and staff.
* Champion diversity, equity and inclusion in all aspects of the school

**Administrative and Operational Oversight:** As the Executive Director, you will oversee CVCS’s budget, policies, and administrative systems, taking primary responsibility for managing federal programs, school facilities, and safety compliance. You will work with the Business Manager as needed to ensure efficient and effective administrative operations.

* Develop and enforce administrative systems, policies, and procedures.
* Oversee Financial processes, including grants, accounts payable, receivable, and compliance with funding guidelines and regulations.
* Manage bond compliance, bond payments, and lead bond refinancing efforts alongside a fiscal manager, financial advisor, and bond counsel.
* Oversee facilities management, relationships with tenants, and facility enhancements.
* Ensure compliance with safety regulations and maintain the school’s facilities.
* Collaborate with the Business Manager and Board Treasurer to develop the annual budget and manage purchasing activities.
* Oversee human resources, including hiring, supervision, and staff evaluations.
* Develop a master schedule that meets stated instructional requirements.
* Address parent and student concerns in alignment with CVCS’s values.

**Board Relations:** The Executive Director works closely with the Board of Directors to ensure the strategic and operational goals of the school are aligned with its mission. The ED will collaborate with the board in the following ways:

* Strategic Planning and goal setting- Work with the Board to establish long-term goals and growth priorities.
* Policy Development and Compliance: Assist in policy creation and ensure compliance with state and federal regulations while upholding CVCS’s values.
* Financial Oversight: Present financial reports, seek approval for major decisions, and collaborate on budget planning to ensure financial stability.
* Resource Advocacy: Communicate school needs to the Board and advocate for resources that support the staff, students and programs.
* Board Development and Training: Support Board development and training to ensure informed decision making.
* Crisis Management: Partner with the Board to manage crises and mitigate risks affecting the school.
* Board recruitment and succession planning: Assist with recruiting and preparing new Board members, focusing on succession planning for leadership roles.

### **Required Qualifications:**

* Oregon Administrative Certificate (or willingness to obtain a provisional license within two months of hire).
* Master’s Degree in a related field.
* Minimum of 5 years of leadership experience (experience with EL Education preferred but not required).
* Exemplary communication skills (oral and written).
* Proven ability to manage multiple priorities and foster collaboration.

### **Essential Attributes:**

* Strong understanding of instructional best practices, curriculum development, and educational strategies.
* Ability to build positive relationships with staff, families, and the Board of Directors.
* Emotional intelligence, self-mastery, and openness to diverse perspectives.
* Commitment to continuous learning and professional growth.
* Proven ability to build strong community networks.

### **Additional Information:**

CVCS offers a supportive and innovative environment committed to academic excellence and equity. We are an equal opportunity employer and encourage applications from candidates who reflect the diversity of our student body and community.

#### Compensation and Benefits

**This position is a salaried position on a 12-month contract.**

**Salary Range:**  $105,000-$120,000 DOE

**Employee Benefits**: Medical, dental, and optional vision insurance coverage as well as payment into the state employees’ retirement plan (PERS)

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. We do not discriminate on the basis of race, color, ethnicity, national origin, disability, religion, creed, gender, gender expression, or sexual orientation. We are dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourage applications from candidates who reflect such diversity.