**Administrator: South Columbia Family School**

Job Description

**Background**

·         Minimum of three years as a licensed teacher

·         K-8 experience in an educational setting

·         Desired: Previous administrative experience desired

·         Master’s degree desired

·         Able to pass required background check

**Leadership and Vision**

·         Ability to articulate a clear vision for school improvement

·         Demonstrate experience in working with all staff

·         Fostering a positive school culture and climate

·         Decision-making skills in complex situations

**Instructional Leadership**

·         Knowledge of current educational research and best practices

·         Ability to analyze student data to inform instructional decisions

·         Knowledge of curriculum alignment and assessment practices

**Communication and Collaboration**

·         Effective communication skills with students, staff, parents, and community members

·         Ability to build strong relationships with diverse stakeholders

·         Ability to address concerns constructively

**Operational Management**

·         Understanding of budget management and resource allocation

·         Knowledge of grant writing and completing necessary documents is preferred

·         Experience with school safety protocols and crisis management

·         Ability to manage operational logistics and administrative tasks effectively

·         Manage day-to-day operations

**Professionalism**

·         Demonstrates commitment to ethical leadership and high standards

·         Awareness of legal and compliance requirements related to education including policies, legal requirements, and charter school requirements

·         Ability to maintain confidentiality and professional boundaries

**Compensation**

·         This is a .55-time position using the Scappoose School District’s salary schedule.  New   administrators will begin at Level 1 ($66,842).  Experience may provide more compensation.

·         A $500 monthly, $6,000 yearly medical stipend is also given in lieu of employee insurance.

·         The administrator works Tuesday through Thursday, with occasional extra days required due to field trips, enrichments, or meetings.

. SCFS contributes to PERS.