



Information for Applicants for the Position of

CHARTER SCHOOL ADMINISTRATOR **Calaveras County Office of Education**

A Dynamic Professional Opportunity

THE POSITION

The County Superintendent of Calaveras County Office of Education invites qualified educational leaders to apply for the position of Charter School Administrator. Under the supervision of the County Superintendent of Schools and direction of the Mountain Oaks Governing Board, in accordance with Board policies, adherence to Mountain Oaks Charter, By-laws, and the Memorandum of Understanding between Calaveras County Board of Education, Calaveras County Superintendent of Schools and Mountain Oaks School, the Administrator will supervise all education programs and implement the established direction and outcome of the education program in order to achieve Mountain Oaks' goals and Expected Schoolwide Learning Results (ESLRs), to further the School's philosophy, and to ensure compliance with all California Education Code, Local Control Accountability Plan (LCAP), and charter renewal criteria for the School to continue.

It is the mission of Mountain Oaks School to support homeschooling families so that students develop the academic, personal, social skills and qualities of lifelong learners. Mountain Oaks provides the opportunity for each student to be treated as a unique person with individual needs, goals and interests. The Mountain Oaks philosophy is based on the belief that children grow and learn in different ways. The program is designed to meet unique personal and educational needs of students in grades kindergarten through twelve. A key element of the program is the availability of network and support groups. This program is especially designed by and for homeschool families working closely with qualified educational consultants who are knowledgeable and supportive of the homeschool model.

PROFESSIONAL PROFILE

The Calaveras County Superintendent of Schools seeks a Charter School Administrator who:

- Has an understanding of how Independent Study Charter Schools operate
- Is collaborative and able to bring together teachers, students, and community for the purpose of improving the school experience for all
- Is energetic, enthusiastic and able to motivate employees to do their best work
- Reports directly to the Calaveras County Superintendent of Schools
- Will provide semi-annual reports to the Calaveras County Board of Education
- Works with an Advisory Board of Directors within the Charter School who meet monthly
- Will be part of the Calaveras County Office of Education Leadership Team
- Will be part of the SELPA in Calaveras County and thus a voting member
- Has a clear understanding of Special Education regulations and policies
- Has a working knowledge of budgets curriculum, instruction, human resources and facilities
- Communicates regularly and clearly with all segments of the community
- Can work well with all employees, building on their strengths and coaching them to be highly effective

PERSONAL PROFILE

The Calaveras County Superintendent seeks a Charter School Administrator who:

- Is personable and approachable
- Is a person of great integrity
- Is honest and transparent in all interactions
- Has a good sense of humor
- Is energetic and a tireless advocate for children and teachers
- Is respectful to all stakeholders

DESIRED EDUCATION/EXPERIENCE

- Administrative Degree with a record of continuous learning
- An educator with K-12 experience in California
- A record of focusing on students and improving achievement in a diverse community
- A strong fiscal background and understanding of the budget
- Has experience working with Charter Schools

SELECTION PROCESS

The County Superintendent of Schools for Calaveras County has retained Consultant Sally Frazier of Leadership Associates to recruit qualified candidates. The consultant will screen applications and recommend candidates to the County Superintendent to be interviewed.

SALARY AND CONTRACT

Beginning: \$88,424 - Max: \$107, 454; DOE: Mountain Oaks School Administration Salary Schedule

APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

- A fully completed application form
- A letter of application
- A resume
- Three professional references
- Verification of degrees and credentials (finalists only)

All materials will be acknowledged and treated confidentially

THE COUNTY OFFICE

The Calaveras County Office of Education (CCOE) is dedicated to providing quality education for all children. Calaveras County consists of four districts - Calaveras Unified, Bret Harte Union High School District, Vallecito Union School District and Mark Twain Union Elementary School District. Each district is unique and does an outstanding job of educating the students in their care. CCOE also provides a charter school opportunity for students and parents through Mountain Oaks School.

The job of the County office is to support the efforts of the school districts to improve and increase student achievement, to offer professional development for all school staff, and to provide any other support services requested by the districts or required by law.

THE COMMUNITY

Calaveras County Office of Education is ideally located in Angels Camp, California. It is a four-season travel destination in California's beautiful GOLD Country and spectacular High Sierra between Yosemite and Lake Tahoe. The area offers a host of marvelous activities, including fishing, hunting, boating,

swimming, kayaking, rafting, camping, hiking, site-seeing, golfing, picnicking, winter sports, community organizations, and the world-famous Frog Jumping Contest!

Calaveras is a wonderful weekend getaway with award winning Sierra Foothills wineries, picturesque Gold Rush towns steeped in wild west history and a friendly, welcoming culture with unique year-round events.

THE SUPERINTENDENT

Scott Nanik is the elected County Superintendent for Calaveras Office of Education.

APPLICATION

To Request Application Materials for the Calaveras Charter School Administrator Position:

Send an e-mail to Penny Pyle, Executive Assistant
ppyle@leadershipassociates.org
Office Phone: 530-302-5112

**Consultants:
Sally Frazier**

Leadership Associates
3905 State Street, #7-407
Santa Barbara, CA 93105
www.leadershipassociates.org

Applications must be completed and returned via email by 5:00 P.M. on June 3, 2019.