



Information for Applicants for the Position of
CHIEF EXECUTIVE OFFICER
Ridgecrest Elementary Academy School District

THE POSITION

The Board of Directors of the Ridgecrest Elementary Academy invites highly qualified educational leaders to apply for the position of Chief Executive Officer.

PROFESSIONAL PROFILE

Ridgecrest Elementary Academy seeks a Chief Executive Officer who:

- Understands and is willing to coordinate the generation of the new charter document (next year is our renewal year)
- Is well organized
- Is an Excellent collaborator
- Takes time to understand the strengths and weaknesses of his/her staff to optimize training and delegation
- Very good at interfacing and working with parents, staff, and the public
- Is a creative problem solver
- Has a high enough level of self-confidence to be comfortable saying "I don't know," "I was wrong," or "I need help" (high level of integrity)
- Is consistent and holds high expectations for herself/himself and others in the Academy and will be a powerful force in academic growth and student recruitment
- Is an excellent collaborator and seeks teacher opinions on curriculum and programs
- Is well organized and is comfortable following the Charter structure and guidelines and will be able to develop or modify policies as needed
- Is an excellent communicator with a sense of the needs to be communicated to the larger community and expectations and directives to staff
- Is a visionary who will establish the "WHY" REALMS is the best choice for families and why can help students recover from the pandemic-induced academic regression
- Will be a "cultural leader," who will build a high-expectations culture among staff and students
- Is a strong believer in professional development and learning and will take the time to understand the strengths and challenges of the staff and work with each and staff member to improve their performance
- Will stay with the Academy for the "long haul." Is not a "job-hopper"
- Has the ability to recruit teachers
- Will place safety and conflict resolution as the highest priority and is up to date on bullying and school violence
- Will encourage families to participate in Academy activities
- Is a self-starter, a forward thinker who will "think differently" for the good of the Academy and will shepherd our Academy to full fruition
- Will be active in the community with the City, Sierra Sands School District and Kern County with the intent to further the Ridgecrest community through our youth

PERSONAL PROFILE

Ridgecrest Elementary Academy seeks a Chief Executive Officer who:

- Has the highest levels of integrity, honesty and being forthright
- Will be a strong and active "face" of the Academy
- Is passionate about student and staff success

- Has strong beliefs in discipline, structure and compliance
- Is authentic, relatable, personable and positive and builds relationships
- Is trustworthy
- Is self-confident, is decisive and will ask for help when needed
- Is a strong believer in delegation where appropriate
- Is open-minded and receptive to new ideas

DESIRED EDUCATION/EXPERIENCE

- An educator with preferably 5 years' experience teaching and serving in an administrative position K-12 in California with knowledge and experience of federal and State laws
- Has a strong curriculum background
- A strong fiscal background and understanding of the budget
- A record of focusing on students and improving achievement in a diverse community
- A strong record of partnering with community groups
- Has some experience with charter schools
- Is creative and is a problem-solver

SELECTION PROCESS

The Board of Directors has retained Consultant Rich Thome of Leadership Associates to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Board for interviews and further consideration. The Board will have the opportunity to review all applications submitted. Any contact with board members, in an attempt to influence the selection process, will be considered a breach of professional ethics. Finalists will have an opportunity to familiarize themselves with the community and schools. Board members reserve the right to visit the District and communities of a candidate prior to a final decision.

SALARY AND CONTRACT

The salary will be competitive and based on qualifications and experience. A multi-year contract will be considered.

APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

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

All materials will be acknowledged and treated confidentially

THE DISTRICT

Ridgecrest Elementary Academy for Language, Music, and Science (REALMS) serves the communities of Ridgecrest, China Lake, and Inyokern. During the 2022-23 school year, REALMS served approximately 187 students in transitional kindergarten through sixth grade. Students and families who choose REALMS do so because of small class sizes, our one-of-a-kind elementary music program, small school environment, safety, more individualized attention, and partnerships with teachers and administrators supporting each student's needs. REALMS white and Hispanic/Latino comprised the largest ethnic groups, more than 55% of our students qualify for free or reduced breakfast and lunch, and English language learners and special education students make up approximately 15% of our student population. Our classes averaged approximately 22 students. REALMS will offer English language learner support services; academic support, intervention, and intervention through Rt; special education services; counseling

including the Anchored for Life program; STEM utilizing the Project Lead the Way curriculum; and music for all students.

THE COMMUNITY

The friendly community of Ridgecrest was incorporated as a city in 1963. Ridgecrest is surrounded by four mountain ranges; the Sierra Nevada on the west, the Cosmos on the North, the Argus Range on the east, and the El Paso Mountains to the South. Ridgecrest is the only incorporated community in the Indian Wells Valley and is located in the Mojave Desert, west of Death Valley National Park.

Within an hour's drive through some of the West's most beautiful country are many great outdoor pastimes: hiking, hunting, sailing, skiing and more.

Ridgecrest is known for its beautiful sunsets, low humidity, lack of mosquitos, low cost of living, and its warm, sunny days. Many of the residents enjoy these things about their hometown.

The primary employer for the area is the Naval Air Warfare Center, the premier research, development, test and evaluation laboratory for the US Navy. Consequently, the education and income levels for this community are significantly higher than for a city of similar size. A favorable characteristic of the City is its proximity to two major highways, US 395 and State Route 14. Air travel in and out of the city is provided through the Inyokern Airport. This makes Ridgecrest a central location for shopping and business in the Eastern Kern County area. Ridgecrest is also easily accessible to the rest of southern California making it an ideal location for industry.

Ridgecrest evolved into a growing and dynamic city during the 1950's and 1960's as a support community, vital to the mission of the Navy, by providing housing and services for Federal employees and contractors. Ridgecrest incorporated in 1963 and now provides shopping for over 40,000 people throughout the Indian Wells Valley.

THE BOARD OF DIRECTORS

Elisa Hennings, Chair
Travis Reed, Vice President
David Eriksen, Secretary
Samuel Garvin, Treasurer
Ernest Unruh, Member

Ridgecrest Elementary Academy is an equal-opportunity employer.

APPLICATION PROCESS

To request application materials for the Ridgecrest Elementary Academy Chief Executive Officer position visit www.leadershipassociates.org/active-searches and select Ridgecrest Elementary Academy.

For other inquiries contact Penny Pyle, Executive Assistant, at ppyle@leadershipassociates.org.

Applications must be completed and returned via email by 5:00 P.M. on March 17, 2023

**Consultant:
Rich Chávez Thome**

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