



**Director of Independent K-8 Charter School  
Tierra Pacifica Charter School**

<b>Start Date:</b>	July 2019
<b>Dates Of Employment:</b>	Full Time/ Exempt
<b>Pay Range:</b>	To Be Determined
<b>Benefits:</b>	\$12,400 towards health, life, and dental insurance
<b>Length of work year</b>	206 workdays

Tierra Pacifica Charter School (TPCS), located in the Live Oak Elementary School District, is a K-8<sup>th</sup> grade public school and multi-generational community, created through a vibrant collaboration between families and educators. In our 20<sup>th</sup> year of operation, our dynamic school integrates out-of-the-box thinking with academics, the arts, environmental stewardship, emotional intelligence and physical health. Our high performing school of 155 students is sought after and usually maintains a wait list of more than 200 students.

We are seeking a **School Director** to hold the vision of our school and maintain the environment that is so successful. The Director will serve as an educational leader for the school community and work in collaboration with the Board, staff and parents. We are an independent charter school and therefore operate as a single school district. Our director has both the responsibilities of a principal and of a superintendent.

**I. Job Description Summary:**

As the Chief Officer of the TPCS school community, the School Director is the visionary and educational leader responsible for hiring, retaining and managing all employees. The School Director works in collaboration with our experienced staff to build and refine the educational curriculum.

Working to build relationships within the school community, the larger Live Oak Unified and Santa Cruz Community the School Director is the embodiment of our values and vision of whole child, whole family, whole world.

### **Who is Tierra Pacifica Charter School?**

Tierra Pacifica Public Charter School, founded in 1998, is a tuition-free K-8 school serving 155 students in the Live Oak area of Santa Cruz County. Designed by and for families who want to take an active role in the education of their children, Tierra Pacifica is a place where parents participate in their own unique area of skill or interest during hours that work for them.

Each child is recognized as an individual with unique learning styles and an emphasis is placed on social and emotional development. Our curriculum addresses the whole child in a creative collaborative environment that is academically rigorous, physically active and arts and nature enriched. Using electives, individual projects, and entrepreneurial/design thinking, we prepare children for the changing world.

### **III. Major Duties and Responsibilities**

#### *The School Director:*

- Assumes responsibility for maintaining a high quality of curriculum as developed in cooperation with the staff, setting instructional goals and priorities.
- Develops and facilitates procedures for maintaining strong relationships with all school stakeholders (students, faculty/staff, parents, board members), ensuring cohesiveness within the community, open lines of communication and addressing issues and concerns swiftly.
- Supervises and facilitates all staff, fostering an effective and collaborative consensus based working relationship among staff members and ensuring clear lines of communication. Overseeing that all staff receive regular feedback, support, and evaluation of their progress and areas for development.
- Continues building student support systems for student academic and social emotional needs and for those related to school safety.
- With the school accountant, develops and oversees all aspects of a \$1,500,000 budget
- Is responsible for the success of our Parent Pledge Campaign
- Oversees the front and back office to ensure that all operations issues, including finance, facilities, human resources, student record-keeping, and compliance, are managed efficiently and professionally.
- Supports multi cultural awareness and has responsibility for increasing the diversity of the student body
- Is responsible for overseeing all aspects of facilities maintenance of our campus

## **IV. Qualifications**

### *Desirable Qualifications*

- Valid California Teaching Credential
- Knowledgeable of Charter School Laws and Finance
- 5+ years experience in innovative, whole child educational programs
- Experience working within an Independent Charter School Leadership Position
- Ability to work flexible hours. Weekend and evening hours required.
- Understanding and commitment to the values and mission of Tierra Pacifica Charter School.
- Experience hiring, supervising and mentoring multi-age staff.
- Experience working in a consensus based leadership environment.
- Experience with budget management and with School Finance
- Experience in Parent Participation Schools
- Experience with Pledge Campaign fundraising
- Experience with facilities maintenance
- Experience with EL acquisition
- Extensive background in communication and conflict resolution
- Excellent people skills
- Possession of California Administrative Services Credential
- Bicultural and bilingual
- Visionary leadership ability
- Charisma

## **V. To Apply**

Applications can be emailed to [office@tierrapacificca.org](mailto:office@tierrapacificca.org) or mailed to 986 Bostwick Lane, Santa Cruz, CA 95062

Applications must be received by 11:55 pm February 10th, 2019

### **Applications must include:**

- Copy of credential(s)
- Resume
- Three (3) letters of recommendation
- A cover letter including your philosophy of education and unique skills and abilities you possess that you feel are assets to you as a school director.