



Whitmore Classical Academy

The mission of Whitmore Classical Academy is to develop students in mind and character through a classical education emphasizing virtuous living, traditional learning and civic responsibility.

Position: Instructional Principal, Whitmore Classical Academy

Location: Florence, Oregon

Projected Enrollment: Year 1 max 156 students grades K-Year 3 max 236 students grades K-5

Salary: Based on experience

Contract Days: 260

Closing date: 10 days

Start Date: To be determined in the Contract

Reports to: Whitmore Classical Academy Executive Director

About Whitmore Classical Academy - A Siuslaw Valley Charter School

Whitmore Classical Academy is a nonsectarian, tuition-free public charter school for students within the Siuslaw School District and a surrounding 30-mile radius. Siuslaw Valley Charter School's goal is to open in September 2026 for grades K-3. SVCS will expand one grade each year to its full offering of K-8 with a total projected enrollment of 320 students.

The mission of Whitmore Classical Academy is to develop students in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility.

The vision of Whitmore Classical Academy is empowered citizens upholding the ideals of our nation's founding, using critical skills, learned through classical education, to address the deepest questions and highest matters of the American experience.

Whitmore Classical Academy is located in Florence, Oregon. Florence is a small community of 9,000 residents located at the mouth of the Siuslaw River, on the Oregon Coast. It is approximately 65 miles west of Eugene, Oregon. Nearby, trails around the restored 19th century Heceta Head Lighthouse offer views of seabirds and migrating whales. Shops and galleries fill the city's Historic Old Town District. Across the river are the towering sand dunes in the Oregon Dunes National Recreation Area.



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THE POSITION

Whitmore Classical Academy is seeking a dynamic and accomplished leader as their Instructional Principal. The Instructional Principal reports directly to the Executive Director and is considered executive level management and is therefore a salaried position. The Instructional Principal will be responsible for the stewardship of the instruction and academics of Whitmore Classical Academy, developing all instructional programs, schedules and systems associated with the opening and operation of WCA and would assume the position at the time specified in the contract.

The Instructional Principal will be expected to:

- Enthusiastically oversee the implementation of the Classical Education Model for all staff and all grade levels; The Classical Education Model will remain a cornerstone of Whitmore Classical Academy.
- Collaborate with the Executive Director to implement the goals and policies of the Board;
- Develop and implement academic timelines/schedules, policies, processes, and procedures required to take Whitmore Classical Academy from the development stage to 1st day of school in September 2026;
- Serve as the head of schools teacher: select, develop and inspire faculty and staff members.
- Produce favorable academic outcomes;
- Provide general management of all instructional operations, including safety and emergency response, personnel selection, onboarding/orientation and performance;
- Coordinate selection, implementation, and ordering of Classical Education curriculum;
- Plan and administer curriculum and classical education training for teachers and pursue and embark on personal training and course work;
- Provide master teacher level coaching with clear systems in place for evaluation and improvement;
- Pinpoint lowest performing teachers and develop a plan to provide intense coaching and feedback to quickly get teachers up to speed or moved out of their position;
- Visit and observe every classroom at least once a week;
- Substitute teach in one class every month;
- Attend IEP/504 meetings and oversee implementation of the IEP and 504 plans;
- Coordinate, administer, process and implement results of ability and standardized testing for students;
- Recommend and oversee contracted service providers related to instruction (all contracts are entered into and executed by the Executive Director);
- Participate in the dispute-resolution procedure and the complaint procedure when necessary;



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- Build relationships with families and develop and implement communication systems with them regarding their students' instruction and development;
- Perform regular classroom instruction;
- Report to the board at regular intervals on the status of the school's academic performance.

Relationship with the Board

SVCS's board operates according to a model of governance called Policy Governance. The most important aspects of Policy Governance are these:

- The Executive Director is the sole report to Whitmore Classical Academy Board of Directors and reports directly to the Board President; likewise, the board relates to the school solely through the Executive Director.
- The Instructional Principal reports solely to the Executive Director.
- The board does not co-manage the school with the Executive Director. Rather, it holds the Executive Director accountable for producing outcomes within parameters established by law, the Charter Agreement, the board's policies, administrative guidelines, and procedures. In Year Zero of school operation, the board serves as a working board to assist the Executive Director to meet the goal of opening for students in September 2026.
- The board views organizational performance and the Executive Director's performance as one.
- Once the school opens, the board has committed to governing with an emphasis on outward vision rather than internal preoccupation, strategic leadership more than administrative detail.
- In summary, the board leads by defining preferred organizational outcomes and by supporting political advocacy and fundraising. It regulates by ensuring that the school performs favorably relative to parameters established by law, the Charter Agreement, and board policies. This model is intended to appeal to a self-motivated, talented point leader, a Instructional Principal eager to operate in an environment where roles and expectations have been clearly delineated and defined.

PROFESSIONAL QUALIFICATIONS

To be considered for the position, candidates should hold and/or be eligible to obtain an Oregon Administrator License per TSPC Licensing and demonstrate:

- Success leading a classical liberal arts school, ideally K-12, having produced favorable academic outcomes over time;
- Proficiency collaborating with a Board of Directors;
- Effective communication, a high level of critical thinking, analysis, reflection, and cooperative team building;



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- Significant current or prior classroom experience, ideally in a classical or liberal arts school;
- Ability to teach well and to coach teachers to greater degrees of effectiveness;
- Experience in personnel management, including recruiting and hiring, supervising and evaluating, and individual and organizational development;
- Understanding of state accountability systems for K-12 public schools and laws relevant to charter schools;
- Ability to review and refine current grade by grade scope and sequence documents to ensure they reflect our academic aspirations;
- Aptitude to produce comprehensive narrative and statistical reports;
- Skills dealing with people of diverse backgrounds and constituents with competing agendas.
- *Ideal candidates will: Have a graduate degree in one or more of the liberal arts or a related field of study and possess demonstrable skill in fostering positive, productive relationships and outcomes in a public-school environment.*

THE DISTRICT

The community of Florence and outlying communities, while vast in geography, are small and close-knit. The Siuslaw Valley Charter School has a projected opening date of Fall of 2026 for grades K-3. Our goal is to provide a content-rich, American classical public school curriculum in alignment with Oregon State Standards. Whitmore Classical Academy will be the first charter school in the Siuslaw School District. Siuslaw School District has one elementary school, one middle school and one high school. (<https://www.siuslaw.k12.or.us/>)

SEARCH CALENDAR 10 calendar days

APPLICATION REQUIREMENTS:

- Submit application to info@siuslawvalleycharterschool.com
- Current Resume
- Cover Letter of Interest including how you meet the qualities and qualifications
- 3-5 current letters of reference
- Copy of administrative license or proof of eligibility to obtain

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



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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.

Submit application packets to:
info@siuslawvalleycharterschool.com

For more information regarding the position and the application process, please contact:

Kay King, Siuslaw Valley Charter School Board President
kay.king@siuslawvalleycharterschool.com