



## **Executive Director Opening**

### **Job Title**

Executive Director

### **Job Summary**

The Executive Director will work collaboratively with the Board, faculty, office staff, and support staff to manage Madrone Trail Public Charter School ("Madrone Trail") in a manner that supports and guides the school's mission. The Executive Director will communicate effectively with the Board and provide in a timely and accurate manner all information necessary for the Board to function properly and to make informed decisions. The position is a full-time, exempt position.

### **Duties and Day-to-Day Responsibilities**

- Supervise and manage the business operations of the school. Supervise school administrative staff. Monitor school finances and approve expenditures.
- Establish and maintain employment and administrative policies and procedures for all functions and for the day-to-day operation of Madrone Trail.
- Review and approve contracts for teachers and services.
- Participate actively in strategic planning and implementation.
- Establish and maintain relationships with various stakeholders and organizations throughout the community (internal and external).
- Ensure compliance with Charter Agreement with the Medford School District, and applicable Oregon Educational requirements.
- Attend meetings of the Board of Directors, and work collaboratively with the Board to develop policy and inform decision-making.
- Oversee fundraising, community relations, marketing and other communication within and outside the community.
- Conduct faculty and staff evaluations, address personnel matters, and concerns of parents and community members.

### **Professional Skills**

- Experience in positions of leadership in a Waldorf and/or charter school.
- Waldorf training and previous experience as a class teacher.
- Familiarity with applicable laws pertaining to public charter schools.

- Familiarity with laws and processes pertaining to special needs students.
- Proficient understanding of and experience with financial sustainability and budget development.
- Experience working with and/or fundraising for a non-profit organization.
- Recognized human resource skills and capacity to work collaboratively.
- Proven capacity to manage thoughtfully and effectively, to delegate wisely and to interact with the faculty, board, and parent body to build a community based on trust and transparency.
- Excellent communication skills, an ability to build authentic relationships that are both personable and professional.
- Ability to work to build relationships and assume a leadership role in the greater Medford area, and in particular with Madrone Trail's sponsor, the Medford School District.
- Ability to ground and implement the school's vision at an operational level.
- Ability to manage and resolve conflicts effectively.
- An understanding of the Common Core State Standards and their implementation within the Waldorf pedagogy.
- Ability to work with teachers to develop and maintain effective Waldorf teaching methods.
- Ability to manage the development and maintenance of the facilities and property.

### **Personal Attributes**

- Ability to both lead and collaborate, keeping the mission and vision of the school first and foremost.
- Caring and interested in the lives of others, modeling the emotional sensitivity and love of learning that is the mission of the school.
- Innovative and flexible, with a willingness to problem-solve creatively.
- Ability to meet the challenges of a multi-faceted job.

### **Our School**

Madrone Trail is a Waldorf-methods charter school located in the Rogue Valley of Southern Oregon. The school was founded in 2007 and has grown to a full K-8 program, with approximately 240 students. Our school has a focused commitment to offering a Waldorf curriculum with integrity. Madrone Trail also maintains a small preschool program integrated with the Kindergarten classes. The parent body is actively engaged in the life of the school. The school is located on a 7-acre campus in a semi-rural setting, in the beautiful Rogue Valley. The valley is home to culturally-rich Ashland and historic Jacksonville. The area is approximately a 2 ½ hour drive from the coast, 1 ½ hour drive to Crater Lake National Park, 1 hour from a ski resort, and surrounded by the natural beauty of the scenic Pacific Northwest mountains and rivers. The Rogue Valley offers year round outdoor activities, theater, live music and great restaurants.

## **Compensation**

Compensation is commensurate with experience and qualifications. Madrone Trail's benefits package includes health coverage, paid-time off, flexible summer hours, and participation in the state Public Employee Retirement System.

\* Applicant must pass a drug screening and a background check prior to employment. \*

## **Hiring Process**

To apply, please submit the following application materials:

- Cover Letter
- Resume or curriculum vitae
- Three letters of recommendation
- Three references including phone numbers and email addresses
- Answers to the following essay questions (500 words each):
  1. Describe your experience with and depth of knowledge of the Waldorf pedagogy.
  2. Describe your management and leadership style. Please include at least one specific example of putting your style into practice.

Upon receipt of the application materials, a phone interview will be scheduled with a board member to further discuss the position and applicant. This will be followed by the scheduling of a first-round interview with the board's Hiring Committee. Successful candidates will proceed to an on-site visit of the school, which includes a meeting with the faculty, and formal interview with the full board in a public meeting.

Submit application materials to:

Jo Ferneau at [jo.ferneau@madronetrail.org](mailto:jo.ferneau@madronetrail.org)

or

Madrone Trail Public Charter School

Attn: Jo Ferneau, Board President

3070 Ross Lane

Central Point, OR 97502