

Madrone Trail Public Charter School, a Waldorf-inspired public charter school, established in September 2007, is located in the Rogue Valley in Southern Oregon, near culturally-rich Ashland and historic Jacksonville. The area is approximately 1 ½ hours from the coast, 1 hour from a ski resort, and surrounded by the natural beauty of the scenic Pacific Northwest mountains and rivers. The school currently has grades K-5, and is adding one grade per year until it becomes a K-8 school of approximately 220 students. We offer the Waldorf curriculum, with special subject teachers in French, Handwork, and Games/Movement and eventually Music and Arts. We are seeking candidates for the following position:

School Director

The School Director will be implementing the administration and operations of the Madrone Trail Public Charter School (www.madronetrail.org) according to all terms specified in the Charter Agreement signed between the Madrone Trail Initiative and the Medford School District 549C. From the pedagogical perspective, The School Director will be responsible for ensuring that Waldorf methods are implemented to the extent that they are not in conflict with other federal, state legislation, or district policies and requirements. The School Director will be provided a copy of this Charter Agreement on the first day of work. This position reports directly to Madrone Trail board of directors. This position involves but is not limited to the following specific responsibilities:

Fiscal Responsibilities:

The School Director is responsible for the fiscal management of the school. These responsibilities will require working with, coordinating and overseeing the work of the Business Manager, an external CPA and the auditing firm and reporting the financial status of the school to the board of directors.

- Leading the development and administration of the MTPCS Budget in accordance with generally accepted accounting principles.
- Suggesting budget line item revisions when necessary and reporting changes regularly to the MTPCS Board of Directors.
- Tracking expenses against budget and presenting monthly financial reports created by CPA to the MTPCS Board of Directors.

- Attending meetings with the Financial Controller or the Chief Financial Officer of the school district on fiscal oversight issues as requested by the school district
- Leading various administrative committees in the following tasks: Planning, organizing and executing and chairing different projects including but not limited to festivals, fundraising events and grantwriting
- Coordinating activities as necessary to facilitate the audit with the CPA and the auditing firm during the yearly municipal audit.
- Performing the following duties or providing oversight of these activities that can be delegated to others:
 1. Reviewing and approving all invoices.
 2. Reviewing and submitting expenses for federal grants, if any.
 3. Bookkeeping of all monthly financial transactions
 4. Preparing and submitting payroll information to Payroll Service Provider
 5. Preparing health insurance and pension benefits information on a monthly basis
 6. Bank Financial Statements Reconciliation

Designing Policies and Procedures:

- Working on defining/compiling policies based on new or updated state and federal regulations or legislations or Medford School Board policies and on actual experiences to enhance and keep the student policies, school policies and personnel policies in the school Parent Handbook and Personnel Handbook up to date.
- Presentation of new and updated policies to the Board for review. Providing comments and recommendations regarding these new and updated policies.
- Establishing procedures designed to carry out newly defined/adopted policies.
- Documenting all business administrative processes.

Managerial and Operational Responsibilities:

- Hiring of all staff and performing all administrative tasks related to hiring including compliance to TSPC licensing or registration.

- Establishing contracts for outside vendors, contractors and consultants
- Presenting or communicating all contracts to MTPCS Board of Directors
- Creating and forming administrative committees to assist in the execution of certain planning and administrative functions
- Supervising, either directly or through subordinates, all employees of the School.
- Providing and/or reviewing and communicating timely performance evaluations of all School employees.
- Overseeing and/or coordinating activities of the various operating bodies of the school including faculty, administrative staff and all administrative committees and parent body whenever applicable.
- .Attending district administrative meetings as requested by District 549C to stay in direct contact with District 549C changes, progress etc.
- Attending all MTPCS Board of Directors meetings, and as necessary 549C Board meetings as a Charter Representative.
- Overseeing parent/student/teacher relations.
- Overseeing student disciplinary matters.
- Overseeing teacher disciplinary matters
- Overseeing site safety.
- Fostering an amicable relationship between District 549C and MTPCS and facilitate a sharing of resources between both entities as outline in charter agreement or whenever possible.
- Participating in the dispute and resolution procedures and the complaint procedures by staff or parents when necessary.
- Communicating employment vacancies to the public.
- Executing enrollment procedures and making improvements whenever necessary.
- Staying abreast of Charter School laws and legislation.
- Managing or facilitating communications between District 549C and MTPCS Board of Directors.
- Communicating termination decisions and reasons to the Charter School Board; terminating employees in accordance with established policies and procedures.

Pedagogical Responsibilities:

With the assistance of Waldorf consultants:

- Ensuring that Waldorf methods are implemented correctly
- Ensuring that teachers who lack certain experience receive appropriate mentoring and training services to implement Waldorf methods
- Communicating and/or recommending instructional support services from District 549C to instructional staff whenever available and applicable
- Reviewing and communicating to teachers evaluation of their performance by Waldorf consultants
- Facilitating communications between faculty and parents
- Coordinating the administration of Standardized Testing and that of any other assessment methods as outlined in the charter agreement
- Working with teachers to implement recommendations by Waldorf evaluators
- Parent Education on Waldorf methods
- Attending IEP (Individual Educational Plan) Placement meeting, Follow-up meetings and Evaluation Meetings for students who might require Special Education

Community Relations Responsibilities:

1. Hosting/Attending chamber of commerce greeters meetings and/or other types of events
2. Disseminating information on Waldorf methods and information on charter schools in general and the Madrone Trail Public Charter Schools to different groups in the community
3. Serving as the school public figure in fundraising events, social events, with the press and media
4. Attending Parent Council meetings with head of the Parent Council.
5. Facilitating communication among all the groups within MTPCS: between the MTPCS and District 549C, between faculty, administrative staff and administrative committees and parent body and between MTPCS and the community at large.

Accountability Requirements:

- Responsible for all accountability requirements as described in the charter agreement with the District 549C.

Certain parts of the above duties may be delegated or contracted to an outside professional provider, another employee, a parent volunteer (only in accordance with student and teacher confidentiality rights) as budget permits and with the approval by the Board of Directors. However, the School Director is ultimately responsible for the success of all the above responsibilities.

Strong candidates possess:

- Minimum of five years teaching and/or leadership experience in an educational institution setting
- Being open to learn about new educational philosophy and instructional methods
- Outstanding project management and planning/organizational skills
- Understanding and experience in financial management preferred
- A passion for education and being part of a team-oriented, mission-driven culture
- Belief in and alignment with Madrone Trail core values and mission
- Excellent communication and interpersonal skills
- Waldorf methods exposure or experience a plus
- Administrator's license a plus

Please send resume and cover letter to:

Tracy Boykin, Board Secretary at tracy.boykin@medford.k12.or.us
541 842-3657.

This position will be open until filled.