UNIVERSITY PREPARATION CHARTER SCHOOL AT CSU CHANNEL ISLANDS
1099 Bedford Drive
Camarillo, CA 93010
(805) 482-4608

Announcement of Position Vacancy:

PreK-8 Charter School Director, Curriculum and Instruction Emphasis

University Preparation Charter School at CSU Channel Islands is seeking a charter school director to work as part of a collaborative administrative team, under the direction of the executive director, and to take on both school-site and district-level roles and responsibilities. Position to begin July 1, 2022.

Classification: Certificated Exempt

MAJOR RESPONSIBILITIES

- Serve as member of the administrative team and cabinet
- Establish, oversee, and enforce school policies and procedures
- Collaborate with teaching staff on the adoption and implementation of curriculum and instructional practices
- Collaborate with staff to plan and implement staff development
- Gather information and prepare reports for the governing board regarding curriculum and instruction
- Monitor, coach and evaluate classified and certificated staff in collaboration with the administrative team
- Collaborate with the Director of Student Services to support positive student behaviors, enforce rules, and associated consequences
- Collaborate with administrative team regarding areas of human resources, finance, and state/federal accountability

SELECTION CRITERIA

Training and Experience

- Valid California Administrative Credential
- California Teaching Credential in Multiple Subjects, Single Subject and/or other teaching credential and English Learner Authorization Required
- Minimum of three years of successful teaching experience in an elementary or middle school
- Minimum of two years of successful experience as a school administrator, coordinator, or TOSA.
- Knowledge of dual immersion programs
- Ability to perform multiple tasks and successfully juggle multiple roles and responsibilities
- *Spanish language proficiency preferred but not required*

Leadership / Management

- Excellent interpersonal skills, including the ability to develop and keep the trust and confidence of others; the ability to deal successfully with different personalities and styles
- Excellent communication skills, including speaking, listening and writing skills
- Experience and skill in motivating others and in utilizing staff to maximize their capabilities
- Demonstrated commitment to the concept of life-long learning
- Honesty and integrity

Community Relations

- Ability to work with diverse student population
- Demonstrated commitment to parent and community involvement as part of the decision-making process
- Desire to include all stakeholders in the school improvement process

Budget, Finance, Operations

- Knowledge of school finance, budgeting, and business operations, and the ability to manage the schools' finances and resources in a responsible manner
- Knowledge of operation and administration of school district and preferably charter laws, rules and regulations.
- Ability to organize and administer effective school programs

- Ability to evaluate educational programs and provide leadership for their improvement

Personnel Management / Staff Relations
- Ability to communicate and work effectively with administrative team, teachers, classified employees, parents, students and other community members
- Demonstrated record of dealing with divergent opinions and controversy
- Demonstrated ability in assigning responsibility, delegating authority, holding staff to high personal accountability standards, and recognizing exceptional performance
- Demonstrated willingness to utilize the professional knowledge and skills of staff in decision making

REQUIRED DOCUMENTS

Resume
Cover Letter/Letter of Introduction – specific to this position
Three letters of recommendation within the last year
Copy of your Credential

SALARY

Salary and benefits are competitive and are commensurate with experience (see Ed Join job posting)
Range: $120,000 – $128,000
Workdays: 220 days

HOW TO APPLY

Applications accepted through EdJoin:

Questions:
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