



## Pacific Collegiate School, Head of School

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### The School

Pacific Collegiate School (PCS) is a public charter school serving grades 7-12, located in the City of Santa Cruz, CA (just south of the San Francisco Bay Area on California's Central Coast). Founded almost twenty years ago (in 1999), PCS' mission is to provide exemplary, standards based college preparatory and fine arts education for public middle and high school students who live in Santa Cruz County and bordering areas. The school's vision is to offer any student the highest quality of education - matching or exceeding that offered by the most academically distinguished schools in California, if not the country - with the goal of preparing its graduates to enter and thrive at the world's finest colleges and universities. Of the 540 enrollees, 22% are students of color. The school has made a concerted effort in recent years to increase its diversity, creating outreach strategies for under-represented groups and lottery preferences targeted specifically at first generation college students. PCS has strong financial reserves and donor support and occupies a newly renovated campus that is owned by its supporting organization, the Pacific Collegiate Foundation, giving it notable security as an independent charter school.

PCS has been recognized by US News and World Report as the top public high school in California and a top 10 high school nationally. PCS is also distinguished by its dedicated faculty and active parent community. Hallmarks of the PCS academic program include: a small school environment and strong community; the requirement of taking a minimum of five AP classes during the high school years; a deep commitment to arts education with three arts courses required to graduate; and an emphasis on humanities integration with English and history courses closely aligned and designed to inspire global citizenship and reinforce critical thinking skills. Of the PCS students who took AP exams in the '17-'18 school year, 84% achieved a score of 3 or higher while 55% received a score of 4 or 5. PCS had a 95% college matriculation rate for its most recent senior class. For more information about the school, please visit [www.pacificcollegiate.com](http://www.pacificcollegiate.com).

### The Opportunity

PCS' current school leader, Simon Fletcher, is departing at the end of the '18-'19 school year after 20 years at the school, six of those years as its principal. The PCS board is seeking an exceptional instructional leader who knows how to maintain the highest bar for academic excellence as well as a skilled community-focused leader with a depth of knowledge on how to sustain a culture of academic curiosity and instructional rigor for all students and adults. The ideal candidate will have a track record of success leading a high performing secondary school program with experience building diverse teams and supporting teachers and staff in their professional growth. This person will also have demonstrated how they build trust and a strong working relationship with students, staff/faculty, parents, board members and external constituents, such as the Santa Cruz County Office of Education which serves as the school's authorizing agency.

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## Responsibilities

*The Head of School will be in charge of the management of all aspects of the school, including:*

- Maintaining the school’s highly rigorous academic program and serving as the “Educator in Chief” by working with teachers to set instructional goals and priorities (and metrics for their measurement);
- Developing and maintaining strong relationships with all school stakeholders (students, faculty/staff, parents, board members), ensuring open lines of communication at all times and addressing issues and concerns in a timely and constructive manner;
- Ensuring that all teachers and staff have clear lines of communication to and from the administrative team, that everyone understands who their supervisor is and is receiving regular feedback, support, and evaluation of their progress and areas for development;
- Building student support systems that provide adequate services to meet students’ academic and social emotional needs and those related to school safety, including developing and staffing these functions appropriately and measuring results to ensure their effectiveness;
- Overseeing the front and back office staff to ensure that all operations issues, including finance, facilities, human resources, student record-keeping, and compliance, are managed efficiently and professionally.

*In addition, the Head of School will:*

- In concert with other stakeholders, develop the vision for the academic program as reflected in the school’s mission - highlighting all core subjects including the arts, electives, and other related activities - and work closely with the Board of Directors to formalize this vision and ensure it has adequate resources and support to run its program effectively;
- Lead community initiatives to create a greater sense of equity and inclusion within the PCS community while building and maintaining a strong sense of community and volunteerism among staff, parents and students.

## Priorities

*A successful first year in this role for the new Head of School will include:*

- Leading the “on the ground” execution of the PCS mission and vision by ensuring that its programs, organizational culture, local partnerships, and community engagement are highly effective and tightly aligned to that mission and vision;
- Rapidly cultivating relationships with the Board of Directors, teachers, and staff that inspire confidence in the Head of School’s effective management and communication skills;

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- Successfully leading the school's charter renewal process, including:
  - Working with the board to develop and submit PCS' petition and have that petition accepted such that the school is authorized to operate for another five years;
  - Grounding the renewal process in the necessary broad and critical examination of the school's program, commitments, plans, and execution strategy for the renewal term;
- Working with faculty to develop performance management and instructional coaching tools that ensure teachers' pedagogical creativity and maintain a high-level of teaching quality;
- Increasing the diversity of the student body and faculty/staff to better reflect the City of Santa Cruz demographics by, for example, improving outreach efforts and developing metrics to measure such efforts and their effects;
- Managing senior leaders and staff, remaining deeply committed to developing and bringing out the strengths of each person while holding them accountable for their goals and the organization's desired financial, programmatic, and compliance outcomes.

## Qualifications

*In order to meet their responsibilities, the ideal Head of School candidate will be:*

- A proven instructional leader with experience running a high performing school who brings an understanding of how to support PCS in continuing its rigorous academic program while also bringing in knowledge of best practices in education innovation;
- A seasoned professional and experienced manager with 10+ years of professional experience with HR expertise who knows how to recruit, oversee, coach, and develop teachers and staff at all levels;
- An exceptional relationship builder who can quickly gain the confidence of the Board, parents, faculty/staff, and students;
- A passionate advocate for all students and families who has a commitment to building a strong culture of diversity, equity, and inclusion at PCS;
- Experienced in school finance and decision-making around resource allocation for a student-serving organization (background working with public school budgeting preferred);
- Knowledgeable about the academic and social emotional needs of adolescents, particularly high school students, as they pursue their paths towards college and career;

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- Able to ensure the financial health and sustainability of PCS' programs through developing strong partnerships with internal and external stakeholders (with particular appreciation for the role of the volunteerism culture of the school), raising public and private dollars as needed;
- Dynamic and versatile, able to engage a variety of stakeholders in dialogue and speak in a clear, compelling and authentic manner both about the school's goals and priorities and the leader's decision-making process and plans towards meeting them.

## Compensation and Benefits

Pacific Collegiate School offers a competitive compensation and benefits package with a salary range of \$140-170k annually. More details can be provided upon request.

## Santa Cruz

Santa Cruz, CA consistently ranks as one of the top 10 places to live in the country ([livability.com](http://livability.com) ranked it #8 this year). The city boasts a world-class university (UC Santa Cruz), is in close proximity to over 7,000 acres of state parks (less than a mile away), the Pacific Ocean (a 10 minute walk) and some of the best trail systems for hiking, mountain biking, and ocean sports in the country.

## To Apply

Please submit a resume and thoughtful cover letter addressed to Thomas Morell online at <https://bit.ly/2zG9rwx>. For additional questions about this position or to speak with someone about your interest, please contact Serena Moy at [smoy@edgilityconsulting.com](mailto:smoy@edgilityconsulting.com) or at 510.575.9635.

*Pacific Collegiate School is an equal opportunity employer and an organization that values diversity. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all backgrounds. Candidates are evaluated solely on their qualifications to perform the work required.*

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