



Charter Director, .4 FTE (Certificated)

Salary Range: \$32,000 - \$40,000

Position Overview:

Northcoast Preparatory Academy (NPA) is seeking a dynamic and visionary Charter School Director to lead our high school. NPA is committed to providing a rigorous, college-preparatory education that inspires students to reach their full potential. The ideal candidate will have a strong background in educational leadership, a passion for fostering academic excellence, and a dedication to creating an inclusive and supportive school environment.

Responsibilities:

- Provide strategic leadership, operational goals, and vision for both the high school and middle school campuses.
- Oversee curriculum implementation to ensure high educational standards.
- Foster a positive school culture that promotes student engagement, achievement, and well-being.
- Manage school operations, including budgeting, staffing, and facilities management.
- Responsible for all required fiscal and compliance reports, including completion of the annual audit.
- Oversee the completion of WASC and IB certifications/evaluations.
- Collaborate with teachers, staff, parents, and the broader community to support student success, along with identifying opportunities for local partnerships.
- Prepare board agenda and attend board meetings, all-school evening meetings and parent meetings.
- Facilitate disciplinary meetings as needed on both campuses and address parent concerns.
- Coordinate with HCOE and other local administrators to identify grant and other external funding opportunities that NPA or its students may be eligible for.
- Ensure compliance with all state and federal regulations regarding Education Code, legal requirements, as well as charter school policies.
- Lead professional development initiatives to enhance instructional quality and staff performance.
- Monitor and evaluate student progress and implement interventions as needed.
- Serve as school representative to the HDN Board of Managers
- Respond to all requests and/or requirements of NPA's charter authorizer.

Minimum Qualifications:

- Administrative credential or willingness to obtain one within one (1) year of being hired.
- Minimum 2 years prior experience serving in a school leadership role.

Abilities/Qualifications:

- Prior charter school experience preferred.
- Demonstrates strong communication and interpersonal skills with staff, parents, the community, the Board of Trustees and other educators.
- Exhibits integrity and high professional ethics, as well as a high level of energy, creativity, self-motivation, flexibility, and personal warmth.
- Demonstrates a collaborative, problem-solving, progressive leadership style that encourages participation, respects diversity of opinion, and promotes involvement of all segments of the school community.
- Promotes a school culture that is caring, inclusive, and positive while developing outstanding rapport with students.
- Fosters academic excellence by mentoring and supporting staff, including the ability to motivate and inspire both students and staff.
- Has a depth of knowledge in the area of school finance including innovative and supplemental sources of funding.
- Familiarity and experience with the International Baccalaureate Diploma Programme
- Ability to demonstrate alignment with the vision and mission statement of the school.
- Demonstrated ability to work collaboratively and supportively with families to address student needs.

Application Procedure:

To be considered for this open-until-filled position, please submit the following no later than the first review time of 4:00 p.m., July 5, 2024:

1. A letter of interest summarizing one's candidacy and qualifications.
2. A professional resume.
3. A certificated management application form completed as instructed. Applications can be downloaded [here](#) or from the Humboldt County Office of Education website at www.hcoe.org. If you need assistance, please contact Human Resources at (707) 445-7039.
4. A minimum of three current letters of recommendation.

All materials are to be sent to:

Ariel Aaron, Director of Human Resources

Humboldt County Office of Education
901 Myrtle Avenue
Eureka, CA 95501-1294
aaaron@hcoe.org

Selection Procedure

A staff/community/Board member committee will screen all completed applications. The committee and Board may choose to make on site visitations of the top candidate(s) or conduct additional interviews following the first round. The Board intends to make its appointment to fill the position no later than August 10, 2024.