

POSITION POSTING

Salida del Sol Academy Charter School

Title: Executive Director of Salida del Sol Academy

Location: Greeley, CO

Grades: Salida del Sol Academy is a K-8 dual language immersion charter school

Qualifications/Job Description: Salida del Sol Academy, a financially viable charter school, is the only dual language school in Weld County. The school opened its doors for operation in the fall of 2014 with an enrollment of 600 plus students. The Executive Director will perform administrative duties that are similar to that of a school district superintendent. We are seeking a vibrant leader who will create a collaborative educational environment. The Executive Director must develop and promote positive community relationships with the Greeley-Evans school district, the school stakeholders, and parents. The Executive Director must be an open-minded person of integrity who values the input of others, promotes the school, and is visible, approachable and involved in the community.

A master degree is required. A Colorado Principal or Administrator License is desirable, but candidates with a background in organizational leadership are encouraged to apply. Candidates must be fluent in Spanish and English.

Summary: This position is responsible for providing management, supervision and leadership to a K-8 dual language immersion charter school.

Essential Duties and Responsibilities:

- Reports directly to the Salida del Sol Academy Board of Directors
- In conjunction with the board of directors, the school accountability committee and other staff members will assist in the development and implementation of a 5-year Strategic Plan for SDSA
- Maintains positive community relations
- Serves as the director of human resources
- Makes reports to all school stakeholders
- Must prepare and meet the deadlines for all reports required by the state and by the charter school authorizer
- Manages enrollment activities and oversees the student lottery process
- Budget development and administrating, monitoring and coordinating assigned budgets and grants.
- Attends all board meetings
- Oversees school accountability reporting
- Oversees the day-to-day operation of the school
- Oversees parent organizations and volunteers
- Coordinates fundraising activities

- Oversees grant writing activities
- Communicates with the Colorado League of Charter Schools
- Communicates with Greeley-Evans School District 6
- Maintains and updates the school charter contract
- Supervises and evaluates the Principal
- Serves as a member of the SDSA Foundation Board
- Oversees building utilization and building rentals
- Supervises the facilities manager
- Develops and negotiates contracts with outside agencies/contractors
 - ✓ Custodial and maintenance
 - ✓ Food services
 - ✓ Transportation/Busing
 - ✓ Landscaping/Parking Lot
 - ✓ Trash Service
 - ✓ Agreement with UNC or Aims Community College
- Performs all other duties as assigned.

Start Date: Preferred start date is July 1, 2015 or earlier if available.

Salary Range and Work Year: This is a fulltime position with paid time off and sick leave. Salary will be determined based upon experience. SDSA is a PERA employer.

Application Deadline: Screening of applications for this position will commence the morning of April 20, 2015.

Interview Schedule: The board of directors is seeking to fill this position by May 1, 2015.

Required Application Materials:

- A letter of interest outlining skills and abilities
- Current Resume
- Copies of college transcripts – originals will be required upon hire
- Copy of Colorado Principal or Administrative License, if applicable
- Three professional letters of reference which address abilities to perform this position with current contact information, and
- Two additional professional references with contact information

Submit Application Documents to:

Search Committee, Greg Pierson
 Salida del Sol Academy
 111 E. 26th Street
 Greeley, CO 80631

Salida del Sol Website: www.salidadelsolacademy.org

Questions may be directed to:

Greg Pierson, Chair of Search Committee

gregpierson@comcast.net

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