**Yuba Environmental Science Charter Academy (YES)**

**Principal/Superintendent**

**Reports to: YES Council of Directors**

**Starting Salary: $80,000-$95,000**

**Comprehensive benefits package**

**Optimal Start Date: July 1, 2017**

**Work Year: Twelve calendar months**

**Website:** [**www.yescharteracademy.org**](http://www.yescharteracademy.org)

**About our School:**

YES is a small (110 students) TK-8 public charter school in the beautiful Sierra Nevada foothills of Yuba County, CA. Our vision offers project-based learning focused on the scientific method of inquiry and STEM focus. Our campus is 10 acres of oaks and pines and includes a pond. We are looking to create youth who are practical problem solvers as well as academic masters. YES encourages our students through the use of SPARRK. We expect our graduates to be:

**S**tewards of the Environment   
**P**ositive Team Members   
**A**cademic Masters   
**R**esourceful   
**R**esponsible Citizens   
**K**ind

Our school meals are home cooked by our school chef from locally sourced and often organic food. All of our cafeteria items are biodegradable and we collect our compost to feed local chickens and pigs. Our school garden provides some of our food and is a source of learning for our students who enjoy weekly garden classes with our master gardener teacher.   
We are a warm and growing community with a family atmosphere.

**Mission**: YES CHARTER ACADEMY educates K-8 students in a school culture that values the scientific method and a curricular focus on environmental studies. The highest Common Core State Standards, as well as high standards of moral conduct, are emphasized.

The vision of the YES CHARTER ACADEMY is to educate K – 8 students of the Sierra Foothills through a self-motivating, individualized, and comprehensive curriculum that connects learners with learning via a program, teaching staff, and school culture that value scientific methods of inquiry.

**Purpose:** To serve as the chief administrator of YES in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

**Supervises:** All school personnel, directly or indirectly

**Credentials Required**: Administrative Credential

**Knowledge and Abilities**: The ideal candidate will embrace the charter school mission and have extensive management experience with a record of success in establishing strategic paths for growth, effectively assembling and leading a team of professionals, and creatively tapping a wide range of resources to achieve success. Familiarity with the local area and California charter community desired.

• An understanding of and alignment with the school’s mission and vision. Demonstrated commitment to ensuring high academic achievement for all students.

• Proven capacity for leadership including ability to effectively assemble and motivate a team of professionals to achieve ambitious and measurable results.

• Proven ability to develop meaningful relationships with diverse and key stakeholders.

• A track record of developing and securing resources and other funding opportunities.

• Experience in teaching a K-12 focused organization such as a traditional public school system, charter school, private school or other educational organization highly desired.

Candidate demonstrates strong and successful experience with solid support for public education; commitment to high academic standards and success for all students; principles of personnel supervision and evaluation; a broad understanding of curriculum and instruction linking to student learning; principles of school organization and management; leadership responsive to staff, community and district needs; and inclusive leadership/decision making process. Candidate understands and supports the need for Environmental Science learning and has expertise and/or experience which enhances the YES program.

**Duties and Responsibilities:**

**General Planning** The principal conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.

**General Coordination** The principal defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community.

**Enhancement of Personnel Skills** The principal provides activities that facilitate the professional growth of the school staff and enhance the quality of the instructional program to promote increased student learning and success.

**Curriculum Objectives** The principal ensures that school goals and instructional objectives for all subjects and classrooms are aligned with the Common Core State Standards; and that staff participate in related professional learning sessions.

**Relations with Authorizer** The principal ensures positive relations with Yuba County Office of Education as the Charter Authorizer. Attends County Office of Education Administrative meetings as requested by the County Office of Education and stays in direct contact with the County Office of Education to assist the County Office of Education in its oversight duties. Attends meetings with the Chief Financial Officer of the County Office of Education on fiscal oversight issues as needed.

Provides all legally required financial reports to the County Office of Education. Attends as necessary County Office of Education Board meetings. Fosters an amicable relationship between County Office of Education and Charter School and facilitates a sharing of resources between both entities. Manages communications between County Office of Education and Council of Directors.

Following review by Council of Directors, presents a performance audit to the County Office of Education Board of Trustees and the County Office of Education Superintendent annually.

**Specific Tasks** may include but are not limited to:

* Provide instructional leadership to the Charter School
* Develop Council of Directors’ meeting agenda in compliance with the Brown Act; bring matters forward to the Board of Directors for agendizing
* Supervise all employees of the YES CHARTER ACADEMY
* Provide timely performance evaluations of all YES CHARTER ACADEMY employees at least once annually
* Propose policies for adoption by the Council
* Communicate with YES CHARTER ACADEMY legal counsel
* Stay abreast of school laws and regulations
* Approve all purchase orders, pay warrants, and requisitions, and upon approval, forward on for processing
* Oversee grant writing
* Make budget line item revisions when necessary and report changes regularly to the Council
* Develop and administrate the budget in accordance with generally accepted accounting principles
* Present a quarterly financial report to the Charter School Council
* Oversee student/teacher relations
* Attend IEP meetings when necessary
* Oversee student disciplinary matters
* Coordinate the administration of Standardized Testing
* Develop procedures designed to carry out Council policies;
* Develop a YES CHARTER ACADEMY annual performance audit
* Present a performance audit to the Council and upon review of YES CHARTER ACADEMY Council present audit to the County Office of Education Board of Trustees and the County Office of Education Superintendent

**TO APPLY**

Review of applications will begin: June 3, 2017

Qualified candidates are invited to submit a resume and a cover letter outlining how her/his qualifications and experiences match the desired skills to lead a high quality charter school. Please send all materials by both emailing to dhoerner@yescharteracademy.org and mailing to:

Deborah Hoerner

YES Charter Academy

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