



<b>POSITION TITLE:</b>	<b>Head of School</b>
<b>POSITION REFERENCE:</b>	2018-06
<b>PROGRAM:</b>	Open School East
<b>REPORTS TO:</b>	Executive Director
<b>FLSA STATUS:</b>	Exempt, full-time
<b>REGULAR/TEMPORARY:</b>	Regular
<b>STARTING SALARY RANGE:</b>	Competitive Salary Range and Benefits; Commensurate with Experience
<b>START DATE:</b>	July 1, 2018
<b>CLOSING DATE:</b>	Open until filled

### **The Organization**

Open School has a 47-year history of serving disenfranchised students in the Portland, Oregon metropolitan area. It is a rigorous college prep program for amazing kids who need something different than traditional school. The school's focus is to use early warning indicators to find students who are most likely to drop out, surround them with the support they need to graduate, and prepare them for success in life. Open School serves students in middle and high school (grades 7-12). Approximately 80% of the students are low-income and over 60% are youth of color.

Open School provides a learning environment for its middle school students to get caught up to grade level in math and reading by the time they reach high school. The school pushes its high school students to graduate on-time while exposing and connecting them to various post-secondary pathways that will equip them with the training and skills necessary to enter a professional career in the marketplace. The school's learning environment is grounded in advocacy and restorative justice as integrated supports, to provide a more equitable educational experience toward empowering students who are often marginalized in traditional school settings. Go to [www.openschoolnw.org](http://www.openschoolnw.org) to learn more about this amazing school.

### **Position Summary**

Reporting to the Executive Director, the Head of School is a key member of the school's Executive Leadership Team who will serve as the primary leader for the overall academic instruction and programmatic aspects of the school and oversee all day-to-day operations. The Head of School will supervise two assistant principals and key support staff, and is responsible for cultivating a school culture and climate that supports high levels of academic excellence toward student success through remediation, graduation, and post-secondary preparation. This position is full-time, year-round.

The ideal candidate is a talented, inclusive, and culturally competent leader, who not only has strong operational skills but who will partner with the Executive Director on a vision for the school's future success. The successful candidate will be a strategic thinker who is highly collaborative, has excellent communication skills, and who can advance the school improvement change process, as well as drive professional development, supervision, and evaluation for the team. The future Head of School will also have a *passion* for Open School's mission and core values.

**For the complete job posting, go to:** <http://humancapitalenterprises.com/jobs/>

### **To Apply**

Please email a cover letter and résumé to [peterjwendel@gmail.com](mailto:peterjwendel@gmail.com).



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