



THE VALLEY SCHOOL OF SOUTHERN OREGON

857 Valley View Drive, Medford, Oregon 97504 541-842-3914 www.thevalleyschool.k12.or.us

AGENDA

Special Session

August 12th, 2019 @ 5:15-6:00pm

DIRECTORS: Alan Jackson, Brian Manthe, Kathy McCullough, Heather Olivier, Barnabas Sprinkle, Rainy Tilton

STAFF: Amy Thuren (Executive Director)

MISSION OF THE BOARD: *Provide direction and leadership for The Valley School by shaping the vision, mission and goals, by developing a series of policies and frameworks for how the school runs, by establishing good working relationships with the director, staff and community, and by supervising and protecting the fiscal interest of the school to assure that our mission is sustainable.*

CALL TO ORDER, ROLL CALL, ESTABLISH QUORUM

ADOPTION OF AGENDA

PUBLIC COMMENT

At this time, any person may comment on any item that is not on the agenda that is within the jurisdiction of the board. Please voluntarily state your name for the record. Action will not be taken on any item that is not on the agenda. Items requiring action will be referred to staff and/or placed on a future agenda. Please limit comments to no more than three minutes. Comments on items that are on the agenda will be heard when the agenda item is taken up by the board.

BUSINESS ITEMS

1. **Adopt timeline for filling the vacancy of the Executive Director**
2. **Approve the job description for the Executive Director**

OPEN FOR COMMENT

ADJOURNMENT

**THE VALLEY SCHOOL
AUGUST 12th, 2019**

The Hiring Committee for the Executive Director position at The Valley School has proposed the following timeline to fill the vacancy:

- 1. Approve the job description: 8/12/19**
- 2. Begin accepting applications: 8/13/19**
- 3. Keep the position posted and open until filled**
- 4. First round of interviews begins on 8/26/19**
- 5. Anticipated Start Date: 9/23/19**

The Valley School of Southern Oregon is seeking an extraordinary individual to lead the school, continue implementation of its vision, and prepare the school for its future. The Executive Director will directly oversee a team of academic, operations, and program professionals and is responsible for the school's 15 person staff. Other key duties include grant writing, fundraising, marketing, and community outreach. This job reports directly to the Board of Directors.

Job Title: Executive Director

Job Type: Full Time (1.0 FTE)

Compensation: \$54,000-\$65,000 depending on experience, medical benefits, retirement, generous vacation

Qualifications:

The successful candidate will possess the following:

- Organizational leadership experience with a proven record of success in leading cross-functional teams to achieve ambitious results;
- A passion for collaborative leadership with other professionals;
- Strong strategic thinking and planning skills with an ability to manage multiple concurrent projects and priorities effectively;
- Exceptional communication skills with an ability to motivate staff, parents, community leaders, and other school stakeholders;
- Experience forming, cultivating, and expanding partnerships with key constituents in the public and private sectors, such as foundations, individuals, and government agencies;
- Strong financial acumen including a background in budgeting, audit process, and financial reporting;
- A proven track record of fundraising from charitable foundations, businesses, individuals, and public sector institutions;
- Knowledge of local, state, and federal laws applying to public charter schools;
- Utmost personal integrity that balances a strong commitment to transparency with necessary confidentiality in sensitive matters;
- An unwavering dedication to establishing and maintaining positive, respectful relationships with students, staff, parents, and community members;
- Bachelor's degree or higher education equivalent;
- 3+ years in a similar Executive Director capacity; and
- A valid administrative or educational credential or license or the willingness to pursue one.

The Executive Director will work with the Board of Directors, teaching team, staff, parent organization, and community leaders in the following specific areas:

Board of Directors

- Lead the school in a manner that supports and guides the school's mission as defined by the Board of Directors

- Communicate effectively with the Board and providing, in a timely and accurate manner, all information necessary for the board to function properly and make informed decisions
- Serve as the staff's primary liaison to the Board of Directors bringing updates, concerns, recommendations, resource requirements, and major issues to the board's attention in a timely manner

Financial Performance and Viability

- Develop annual budget for board approval
- Manage an annual operating budget of approximately \$850,000
- Deliver monthly financial reports to the board
- Facilitate and prepare for annual audit
- Fundraising to include grant writing, events, and donor relations

External Relations

- Provide regular communication to families and stakeholders
- Enhance the school's image by being active and visible in the community and by working closely with other professionals, civic, and private organizations
- Maintain positive relationships with the Medford School District (MSD), Oregon Department of Education, and other related bodies
- Oversee the organization's website, electronic communications, and social media to present and protect the school's brand
- Implement marketing and communication plans to attract diverse and sufficient student population to the school

Operations

- Effective administration of the school's operations
- Human resource policies and procedures
- Hiring and retention of competent, qualified staff
- Vendor management
- Facilities including custodial, maintenance, and landscape development

Compliance

- Ensure that all legal and contractual obligations are met
- Protect the school, employees, and board by ensuring all prudent insurance policies are in place at sufficient levels
- Ensure the school's facilities meet health and safety requirements
- Assisting the Board in preparing for formal board approval of all relevant and prudent school policies and related procedures

Interested applicants should submit the following material in a single PDF to info@thevalleyschool.k12.or.us, attn: TVS Hiring Committee:

- Letter of intent
- Current resume



- Names and contact information for three current, professional references

This position will remain open until filled. Application review will begin on August 16th.