

**Arco Iris Spanish Immersion School**  
**Executive Director Search - 2019**  
**Position Overview**

At its board meeting on December 11, 2019, the Arco Iris Spanish Immersion School Board of Directors adopted the following criteria, standards and profile characteristics for use in the Executive Director search.

**Who Are We?**

**Community**

- Located in Beaverton, Oregon near beaches, mountains and vineyards
- Easy access to nearby Portland metro area
- Centrally located among businesses in Oregon's Silicon Forest
- Strong parent and community support for school
- Abundance of nearby recreational opportunities
- This school is a community with a family-like atmosphere

**School**

- Dedicated and collaborative staff of teachers working together for kids
- Growing Spanish immersion public charter school serving grades K-8
- Moving to a larger and newly renovated facility in Spring, 2019
- A culturally diverse student population
- Committed to serving all students from all backgrounds
- Safe and secure place for students to learn and staff to work
- Committed to high standards for student success
- Students annually score in top 10% of state for academic achievement

**What's Next?**

- Reduce staff turnover and provide additional staff support in some areas
- Attract administrative and teacher leadership for a long term commitment
- Upgrade student access to computers and technology
- Successfully navigate transition from moving to a new facility in Spring, 2019
- Focus on positive student behavior, safety, and respect for fellow students
- Improve student math achievement
- Memorialize operational protocols to carry over from year to year

### **Minimum Job Requirements**

The Board requires the Executive Director be a strong educational leader who has the following professional experience and training:

- Master's degree in the field of education;
- Five years of teaching experience;
- Three years of administrative experience (preferred);
- Current Oregon administrator license; eligibility to obtain one; or eligibility to obtain Charter School Registry Administrator Certificate

### **Preferred Leadership Skills**

- Builds collaborative working relationships with staff, parents and community
- Understands the needs of a diverse cultural community
- Serves as a role model and instructional leader for staff and students
- Is committed to serving all students from all backgrounds
- Believes in the charter school movement and supports the school's mission
- Is highly visible and involved in the school and community
- Has a background in the classroom and other administrative experiences
- Demonstrates solid budgeting skills and understands school finance
- Brings an empowering style to lead the staff to success
- Values and respects the contribution from all staff and treats them as professionals
- Builds partnerships with families and community
- Willing to make difficult decisions when needed and follows through to implementation
- Demonstrates excellent oral and written communication with students, staff and parents
- Has prior experience or knowledge of language immersion best practices
- Demonstrates a track record of successful hiring and recruiting practices

### **Desired Candidate Profile**

Effective communicator  
Excellent listener  
Always puts kids first  
Bilingual (preferred – but not required)  
Approachable/personable  
Accountable & transparent  
Open-minded  
High degree of integrity/honesty  
Partnership builder  
Brings people together  
Well-organized  
Elementary experience (preferred – but not required)